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PUBLIC HOUSING SPECIALIST/SUPERVISOR SERIES

This series includes the supervision, or performance of work involved in: 1) selecting and evaluating tenants for public housing projects; or 2) the direct control and conduct of operations of a housing project or projects.

Positions in this series generally reflect the requirement for knowledge and abilities in the various functions and processes which comprise public housing project operations: financial management, maintenance engineering, general housekeeping and administrative services; tenant and community relations; and rental and occupancy activities. At the lower levels, however, work may be limited to a specific functional area, thereby, decreasing the breadth of knowledge and abilities, and requisite experience required.

The class levels in this series are established with reference to various combinations of the following factors:

1. Nature and Purpose of Work.
2. Nature of Supervision Received.
3. Nature of Available Guidelines for Performance of Work.
4. Originality Required.
5. Purpose and Nature of Person-to-Person Work Relationships.
6. Nature and Scope of Recommendations, Commitments and Decisions.
7. Supervisory Responsibilities.

All of the factors are not discussed at each class level. The factors, when readily apparent in the discussion, have been combined at some class levels to avoid repetition.

This is an amendment to the class specifications for the classes PUBLIC HOUSING SPECIALIST I (approved October 12, 1967), PUBLIC HOUSING SPECIALIST

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II (approved January 7, 1977), Public Housing Manager III (approved January 7, 1977), Public Housing Manager IV (approved March 14, 1972), Public Housing Manager V & VI (approved October 12, 1967) due to incorporation of managerial levels in EMCP in accordance with Act 254, SLH 1980, and a change in title from Public Housing Manager III, IV, V & VI to PUBLIC HOUSING SUPERVISOR III, IV, V & VI, respectively, effective October 1, 1982.

DATE APPROVED: 9/20/82

/s/Clement L. Kamalu
for DONALD BOTELHO
Director of Personnel Services

PUBLIC HOUSING SPECIALIST I

3.706

Duties Summary:

Serving in a trainee capacity, receives training in the various functions and processes which comprise Public housing operations; performs simple assignments in one or more of the functional areas of housing management.

Distinguishing Characteristics:

1. Nature and Purpose of Work

This is the entry-level trainee class, designed to provide a career-oriented introduction to the functions and processes of public housing operations: financial management, maintenance engineering, general housekeeping and administrative services, tenant and community relations and rental and occupancy activities. Work assignments are clear cut, routine and designed to provide concentrated experience and training in one or more of the abovementioned functional areas.

2. Nature of Supervision Received

Close supervision is exercised over the work assigned. Specific and detailed instructions as to the tasks to be performed and the procedures to be followed are outlined at the time the assignment is made. However, as training nears completion,

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simple and moderately difficult assignments may be performed under general supervision, allowing for some independence of action.

3. Guidelines Available

As a part of the overall training plan, employees in this class become familiar with and utilize the following guides: Federal Public Housing Administration and Hawaii Housing Authority laws, rules, regulations, policies and procedures; departmental and HHA organizational manuals and directives; and specific instructions.

4. Nature and Scope of Recommendations, Commitments and Decisions

There is no responsibility for independent recommendations and decisions at this level.

Examples of Duties:

Attends orientation and training sessions; learns the various functions and processes which comprise public housing operations; accompanies higher level specialists/supervisors on field trips as an observer; concurrently performs simple tasks in one or more of the functional areas for the purpose of gaining knowledge and developing skill in the application of work processes and techniques; and performs other duties as assigned.

Knowledge and Abilities Required:

Knowledge of: A general understanding of the fields of public administration, social science and/or business administration.

Ability to: Learn federal and State public housing laws, rules, regulations, policies and procedures; collect, evaluate and interpret facts; learn interviewing principles and techniques; secure the confidence and cooperation of others; keep fiscal records and prepare financial statements and reports; prepare and present oral and/or written reports.

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PUBLIC HOUSING SPECIALIST II

3.708

Duties Summary:

Performs the full range of assignments in one or more functional areas of public housing operations; may serve as a supervisory trainee.

Distinguishing Characteristics:

1. Nature and Purpose of Work

This class is the independent worker level within one or more of the supportive functional areas of public housing operations; for example: tenant relations; interviewing and evaluating applicants and tenants; or tenant relocation. Work assignments encompass the full range of difficulty.

This class also encompasses a supervisory trainee. Work assignments involve assisting housing project supervisors in the operations of a public housing area. Assignments are designed to give a complete exposure to operational public housing problems and operating practices. With the exception of the simpler tasks, assignments are accompanied by detailed instructions.

2. Nature of Supervision Received

Supervision received at this level is normally of a general nature; thereby requiring that assignments be performed independent of continued supervision. The approach to and the handling of assignments are the responsibility of an incumbent. Unusual problems are referred to a supervisor or other higher level personnel.

Positions involving work of a supervisory trainee are under general supervision when assignments are of a simple to moderately complex nature. The more complex assignments are accompanied by detailed instructions and are reviewed closely for correctness of method and approach.

3. Guidelines Available

Same as I. However, at this level, the incumbent is expected to be thoroughly familiar with those guidelines applicable to his functional assignment, thereby eliminating the need for detailed instructions.

4. Nature and Scope of Recommendations, Commitments and Decisions

Recommendations and commitments, where delegated, are limited to individual assignments.

5. Personal Work Contacts

Personal contacts at this level are characterized by responsibility for maintaining effective working relationships with prospective tenants, tenants, private home and apartment owners, other community resources and members of the general public. Contacts may be initiated to:

- a. determine eligibility of applicants for public housing;
- b. assist tenants with problems associated with their adjustment to public housing occupancy;
- c. refer tenants for services;
- d. re-evaluate tenant eligibility; and
- e. relocate tenants due to the closing, or decrease in number of units of a housing project.

Examples of Duties:

Coordinates a housing project's social and community activities and services; evaluates the need for and level of activities and services provided by community agencies and organizations; assists tenants in adjusting to living in a public housing setting; refers tenants to community resources and provides interim and/or supportive counseling; re-evaluates tenant families for continued eligibility; assists displaced tenants and others in seeking suitable homes; acquaints new tenants with project rules and regulations; receives and processes initial applications for tenancy in housing projects; establishes eligibility for admission to housing projects; determines rentals to be charged by referring to official rates; investigates tenant complaints; participates in on-the-job training.

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Knowledge and Abilities Required:

Knowledge of: The principles, methods and techniques which apply to the particular functional area of public housing operation; federal and State public housing laws, rules, regulations, policies and procedures; interviewing principles and techniques; sources of information concerning the renting or purchasing of homes; socioeconomic factors influencing human behavior; community resources and their utilization.

Ability to: Collect, evaluate and interpret facts; secure the confidence and cooperation of others; maintain accurate records; present oral and written reports.

PUBLIC HOUSING SUPERVISOR III

3.710

Duties Summary:

Assists in the control and conduct of the operation of public housing projects in a designated area or district; and performs other duties as required.

Distinguishing Characteristics:

1. Nature and Purpose of Work:

This class involves responsibility for assisting the supervisor of a public housing area or district by performing various functions on a regular basis and as a primary work assignment. Assignments are designed to provide experience in conducting the day-to-day activities in the various functional aspects of public housing supervision and/or to relieve the supervisor of day-to-day tasks in one or more areas of public housing operation.

2. Nature of Supervision Received

Supervision varies from close to general depending on the complexity of the assignment and the incumbent's previous exposure to the type of situation involved. As an incumbent gains experience in the various areas of work, supervision becomes more general and review of decision is primarily to insure consistency with established policies and precedents.

3. Guidelines Available

Federal Public Housing Administration laws, rules and regulations; departmental and Hawaii Housing Authority rules, regulations, policies and procedures; collective bargaining contracts; and specific instructions.

4. Nature and Scope of Recommendations, Commitments and Decisions

A position in this class conducts special studies and prepares reports and recommendations in assigned areas of public housing operation. A position in this class may be delegated responsibility to take final action in designated areas of public housing operation and during the absence of the supervisor, may be delegated authority, within established guidelines, to take action in other areas of public housing operation.

5. Supervisory Responsibilities:

The class involves assisting the supervisor in the direction of area staff, including but not limited to the clerical personnel and public housing specialists in the area or district. Supervisory tasks at this level are generally limited to providing guidance in specific cases, and making day-to-day assignments to the staff in response to immediate needs.

6. Personal Work Contacts

Contacts with tenants, community groups and members of the general public are generally for the purpose of developing and maintaining a clear understanding of public housing goals and objectives and the role the project should play in the total pattern of community organization. Contacts with the tenants are often for the purpose of insuring adherence to rules and regulations; assisting them with their housing problems and complaints, collecting rental fees, etc.

Examples of Duties:

Participates in on-the-job and other developmental activities; conducts special studies, prepares reports and recommendations on assigned subjects; participates in various operational activities including supervision of staff, investigating complaints and recommending or implementing corrective action, authorizing tenant requests, granting rental extensions and other changes to rental agreements; conducts meetings with employees on programs and activities and represents supervisor at tenant meetings.

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Knowledge and Abilities Required:

Knowledge of: Problems in housing low income families; the objectives and purpose of low rent housing; principles and practices of real property management and the management of rental properties; office practices and procedures.

Ability to: Plan and organize the work of others; learn and apply supervisory principles to the various functional areas of public housing operation.

PUBLIC HOUSING SUPERVISOR IV

3.712

Duties Summary:

Assists in planning, organizing, directing and coordinating the operations of public housing projects; or serves as staff specialist in the development and evaluation of programs and functions; and performs other duties as required.

Distinguishing Characteristics:

1. Nature and Purpose of Work

This class involves responsibility for assisting a higher level Public Housing Supervisor in all aspects of the operation of several public housing projects or rent supplement and leased housing projects. Because of the scope and location of the projects, operations are relatively complex, present a high incidence of social welfare and related problems, and consequently require the assistance of a position in this class. Delegated responsibilities include the supervision of subordinate public housing specialist and clerical and building maintenance staffs; the rental of units to eligible applicants; the development of tenant social and recreational groups; and the collection and recording of rental payments.

This class may reflect the work of a staff specialist concerned with the development of programs, policies and procedures, the provision of technical guidance, the evaluation and reporting of program activities, etc., in a broad area of public housing, on a statewide basis.

2. Nature of Supervision Received

Work is performed under general supervision of the supervisor in charge of the projects. Results are generally reviewed for compliance with administrative directives, policy and procedural determinations. In most instances, the implementation of decisions is not subject to prior review by higher level personnel. Recommendations for the initiation of new programs, policies or procedures are subject to review for conformance with overall goals and objectives of the organization.

3. Guidelines Available

Same as level III.

4. Nature and Scope of Recommendation, Commitments and Decision

This class reflects responsibility for developing recommendations on policy and procedural revisions and for the solution of major tenant problems, changes in programs, staff utilization, etc. Positions at this level also have delegated responsibility for final decision concerning day-to-day operations of one or more public housing projects. During the absence of the project supervisor, takes final action on all matters within the framework of policies and procedures.

5. Personal Work Contacts

Contacts with tenants, community groups and members of the general public are generally for the purpose of developing and maintaining a clear understanding of public housing goals and objectives and the role the project should play in the total pattern of community organization. Contacts with the tenants are often for the purpose of assisting them with their housing problems and complaints, collecting rental fees, etc.

Examples of Duties:

Serves as deputy or relief supervisor of several large public housing projects. This includes assisting in the planning, organizing and coordination of project operations, investigating tenant complaints and difficulties; inspecting property to ascertain the need for repairs; developing tenant recreation and social programs, and supervising others in carrying out tenant relations, clerical and maintenance activities.

Serves as staff specialist; conducts special studies; develops new or improved programs in a broad area of public housing operation; develops and recommends new

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policies and procedures; reviews program activities; provides technical guidance to staff and tenant organizations; provides and/or coordinates informational and educational activities; conducts social studies; and prepares reports, guidelines and correspondence.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the III level, must have knowledge of the principles and practices of supervision and be able to plan, organize and direct the work of others in carrying out tenant relations work; establish and maintain effective working relationships with community leaders, the general public and public housing tenants.

PUBLIC HOUSING SUPERVISOR V

3.714

Duties Summary:

Plans, organizes, directs and coordinates the operation of a public housing project or projects.

Distinguishing Characteristics:

1. Nature and Purpose of Work

This class involves responsibility for representing the Hawaii Housing Authority in the operation of one or more housing projects. Housing operations are affected by a high incidence of social problems; e.g., vandalism, delinquency among minor tenants, instability of family life, etc.

Responsibilities include the direction of clerical and building maintenance activities through two or more subordinate levels of supervisors; the rental of units to eligible applicants; the development of tenant social and recreational programs and groups, and the collecting and recording of rental payments.

2. Nature of Supervision Received

Same as level IV.

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3. Guidelines Available

Same as level III.

4. Nature and Scope of Recommendations, Commitments and Decisions

Same as level IV.

5. Personal Work Contacts

Same as level IV, except that they are more intense due to the size and character of the population of the community in which the project is located, and the relatively large number of rental units.

Examples of Duties:

Serves as the supervisor of the operation of a public housing project or projects. This includes the planning, organizing and coordination of project operations; investigating tenant complaints and difficulties; inspecting property to ascertain the need for repairs; and developing tenant recreation and social activities.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the III level, must have knowledge of the principles and practices of supervision and be able to plan, organize and direct the work of others in carrying out tenant relations work; establish and maintain effective working relationships with community leaders, the general public and public housing tenants.

PUBLIC HOUSING SUPERVISOR VI

3.716

Duties Summary:

Directs and coordinates the operation of all public housing projects located in the principal public housing district.

Distinguishing Characteristics:

1. Nature and Purpose of Work

This class involves responsibility for the operation of the segment of the public housing program covering four or more project groupings in the Oahu District. Assisted by subordinate project managers and central maintenance and tenant selection staffs, the position in this class is responsible for tenant relations, housing facilities maintenance, and the development and execution of an operating budget.

2. Nature of Supervision Received

Work is performed under general administrative supervision. Prior approval of decisions affecting the overall operation and routine maintenance services of the project areas is not required. Programs are reviewed for conformance with general administrative policies, procedures, goals and objectives.

3. Guidelines Available

The guides and precedents available at the lower levels are limited in their usefulness. They provide a broad framework for operating decisions; but, in many instances, they are only partially related to the problem. The incumbent of the position in this class is, therefore, expected to exercise judgment in arriving at decisions which are compatible with efficient public housing operation.

4. Nature and Scope of Recommendations, Commitments and Decisions

Within broad program goals and objectives, the position in this class is responsible for establishing, revising and implementing policies and procedures relating to the operation of the public housing projects. This class also includes responsibility for recommending an operating budget, and also the review and recommendation of expenditure of funds.

5. Personal Work Contacts

At this level, contacts outside the supervisory chain-of command are limited to representatives of federal and State agencies and community organizations. Contacts with individual tenants are on an exception basis.

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Examples of Duties:

Serves as the general supervisor of all public housing projects within a major metropolitan area. This includes developing and implementing operating policies and procedures; the preparation and justification of an operating budget; and the supervision of central maintenance, tenant selection and tenant community relations activities.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the V level, incumbents of positions at this level must have a knowledge of the operational structure of the Hawaii Housing Authority and its relationship to the federal government and the community, the ability to develop and implement operational policies and procedures and the ability to apply sound operational principles and techniques.

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		Minimum Qualification Specifications for the Classes:	3.714	SR24
			3.716	SR26

PUBLIC HOUSING SPECIALIST I & II
PUBLIC HOUSING SUPERVISOR III, IV, V & VI

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had the experience of the kind and quality described in the statements below, and in the amounts shown in the table below, or any equivalent combination of training and experience:

Class Title	Specialized Experience (Years)	Supervisory/ Staff Specialist Experience (Years)	Total Experience (Years)
Public Housing Specialist I	0	0	0
Public Housing Specialist II	1/2	0	1/2
Public Housing Supervisor III	1-1/2	*	1-1/2
Public Housing Supervisor IV	2-1/2	*	2-1/2
Public Housing Supervisor V	2-1/2	1	3-1/2
Public Housing Supervisor VI	2-1/2	2	4-1/2

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Specialized Experience: Applicants must possess experience in one or a combination of the following types of work:

1. Progressively responsible work which required participation in, or the conduct of, most of the operational activities normally associated with housing projects, including such activities as:
 - Development and implementation of local policies, procedures and work plans;
 - Supervision and training of subordinate personnel;
 - Budgetary control and fiscal management of funds and expenditures related to project operations, maintenance and repair of project facilities, etc.;
 - Evaluation of operating and maintenance costs and practices to obtain maximum efficiency and economy;
 - Rental and occupancy activities involving tenant selection, dwelling unit assignment, surveys of local rent and utility rates, setting and/or collecting rents and charges; and
 - Community and tenant relations including development of cooperative dealings and harmonious relationships, adjustment of complaints, assistance on problems of health, safety, recreation and social welfare needs of tenants.
2. Progressively responsible work in real property management as an employee or agent of a real estate firm, bank, insurance company, etc., engaged in the control and conduct of multiple unit residential housing operations, private housing developments, shopping centers, etc.

Such work must have demonstrated knowledge of, and experience in most of the following activities:

- Establishment of rent schedules;
- Property rental, lease negotiation and preparation;

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- Property maintenance and repair which included responsibility for the efficient and economical maintenance of the property and the protection of the owner's investment through property inspections and effecting needed repairs and alterations; and
- Fund management; i.e., the installation and maintenance of fiscal accountability control procedures and records to reflect income and expenses.

For level III, applicants must have had at least one year of Specialized Experience comparable to the Public Housing Specialist II level in the State service.

For level IV, applicants must have had at least one year of Specialized Experience comparable to the Public Housing Supervisor III level, or two years of Specialized Experience comparable to the Public Housing Specialist II in the State service.

For Level V, applicants must have had at least one year of Specialized Experience comparable to the Public Housing Supervisor IV level, or two years of Specialized Experience comparable to the Public Housing Supervisor III level, in the State service.

For Level VI, applicants must have had at least one year of Specialized Experience comparable to the Public Housing Supervisor V level, or two years of Specialized Experience comparable to the Public Housing Supervisor IV level, in the State service.

Supervisory or Staff Specialist Experience: Applicants must meet one or a combination of the following:

- A. **Supervisory Experience:** Supervisory work experience which included:
- 1) planning, organizing, scheduling, and directing the work of others;
 - 2) assigning and reviewing their work;
 - 3) advising them on difficult work problems;
 - 4) training and developing subordinates; and
 - 5) evaluating their work performance.

*For the Public Housing Supervisor III and IV levels, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of

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supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

- B. **Staff Specialist Experience:** Experience in the field of public housing, real property management, or related fields as a staff specialist which involved work such as conducting studies and making recommendations for the development or revision of standards, policies, procedures and techniques pertaining to program or activity; giving technical advice and direction; gathering data to determine conformance with standards and requirements; conducting special studies; recommending staff improvements and developing training materials. Also, work experience which involved securing the cooperation and support of private and public agencies and community organizations to promote, develop and maintain an understanding of public housing goals and objectives and the role public housing projects play in the total pattern of community organization; collecting and analyzing data on present and projected staffing needs and on employee training programs to meet workforce needs; and evaluating standards, policies, procedures and techniques pertaining to public housing activities.

Substitutions Allowed

A master's degree from an accredited college or university with a major in business or public administration may be substituted for one year of Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be

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established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes PUBLIC HOUSING SPECIALIST I and II; and PUBLIC HOUSING SUPERVISOR III, IV, V and VI, which were approved on March 20, 1984.

DATE APPROVED: 4/18/2012


BY BARBARA A. KRIEG, Interim Director
Department of Human Resources Development

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 01/01/2016

Bargaining Unit: 13 Professional and Scientific Employees

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR12	ANN	33,132	34,512	35,904	37,308	38,772	40,320	41,964	43,644			
	MON	2,761	2,876	2,992	3,109	3,231	3,360	3,497	3,637			
	8HR	127.44	132.72	138.08	143.52	149.12	155.04	161.44	167.84			
	HRLY	15.93	16.59	17.26	17.94	18.64	19.38	20.18	20.98			
SR13	ANN	34,512	35,904	37,308	38,772	40,320	41,964	43,644	45,348			
	MON	2,876	2,992	3,109	3,231	3,360	3,497	3,637	3,779			
	8HR	132.72	138.08	143.52	149.12	155.04	161.44	167.84	174.40			
	HRLY	16.59	17.26	17.94	18.64	19.38	20.18	20.98	21.80			
SR14	ANN	35,904	37,308	38,772	40,320	41,964	43,644	45,348	47,172			
	MON	2,992	3,109	3,231	3,360	3,497	3,637	3,779	3,931			
	8HR	138.08	143.52	149.12	155.04	161.44	167.84	174.40	181.44			
	HRLY	17.26	17.94	18.64	19.38	20.18	20.98	21.80	22.68			
SR15	ANN	37,308	38,772	40,320	41,964	43,644	45,348	47,172	49,056			
	MON	3,109	3,231	3,360	3,497	3,637	3,779	3,931	4,088			
	8HR	143.52	149.12	155.04	161.44	167.84	174.40	181.44	188.64			
	HRLY	17.94	18.64	19.38	20.18	20.98	21.80	22.68	23.58			
SR16	ANN	38,772	40,320	41,964	43,644	45,348	47,172	49,056	51,036	53,100	55,236	57,432
	MON	3,231	3,360	3,497	3,637	3,779	3,931	4,088	4,253	4,425	4,603	4,786
	8HR	149.12	155.04	161.44	167.84	174.40	181.44	188.64	196.32	204.24	212.48	220.88
	HRLY	18.64	19.38	20.18	20.98	21.80	22.68	23.58	24.54	25.53	26.56	27.61
SR17	ANN	40,320	41,964	43,644	45,348	47,172	49,056	51,036	53,100	55,236	57,432	59,736
	MON	3,360	3,497	3,637	3,779	3,931	4,088	4,253	4,425	4,603	4,786	4,978
	8HR	155.04	161.44	167.84	174.40	181.44	188.64	196.32	204.24	212.48	220.88	229.76
	HRLY	19.38	20.18	20.98	21.80	22.68	23.58	24.54	25.53	26.56	27.61	28.72
SR18	ANN	41,964	43,644	45,348	47,172	49,056	51,036	53,100	55,236	57,432	59,736	62,112
	MON	3,497	3,637	3,779	3,931	4,088	4,253	4,425	4,603	4,786	4,978	5,176
	8HR	161.44	167.84	174.40	181.44	188.64	196.32	204.24	212.48	220.88	229.76	238.88
	HRLY	20.18	20.98	21.80	22.68	23.58	24.54	25.53	26.56	27.61	28.72	29.86
SR19	ANN	43,644	45,348	47,172	49,056	51,036	53,100	55,236	57,432	59,736	62,112	64,608
	MON	3,637	3,779	3,931	4,088	4,253	4,425	4,603	4,786	4,978	5,176	5,384
	8HR	167.84	174.40	181.44	188.64	196.32	204.24	212.48	220.88	229.76	238.88	248.48
	HRLY	20.98	21.80	22.68	23.58	24.54	25.53	26.56	27.61	28.72	29.86	31.06

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 01/01/2016
Bargaining Unit: 13 Professional and Scientific Employees

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR20	ANN	45,348	47,172	49,056	51,036	53,100	55,236	57,432	59,736	62,112	64,608	67,188
	MON	3,779	3,931	4,088	4,253	4,425	4,603	4,786	4,978	5,176	5,384	5,599
	8HR	174.40	181.44	188.64	196.32	204.24	212.48	220.88	229.76	238.88	248.48	258.40
	HRLY	21.80	22.68	23.58	24.54	25.53	26.56	27.61	28.72	29.86	31.06	32.30
SR21	ANN	47,172	49,056	51,036	53,100	55,236	57,432	59,736	62,112	64,608	67,188	69,876
	MON	3,931	4,088	4,253	4,425	4,603	4,786	4,978	5,176	5,384	5,599	5,823
	8HR	181.44	188.64	196.32	204.24	212.48	220.88	229.76	238.88	248.48	258.40	268.72
	HRLY	22.68	23.58	24.54	25.53	26.56	27.61	28.72	29.86	31.06	32.30	33.59
SR22	ANN	49,056	51,036	53,100	55,236	57,432	59,736	62,112	64,608	67,188	69,876	72,648
	MON	4,088	4,253	4,425	4,603	4,786	4,978	5,176	5,384	5,599	5,823	6,054
	8HR	188.64	196.32	204.24	212.48	220.88	229.76	238.88	248.48	258.40	268.72	279.44
	HRLY	23.58	24.54	25.53	26.56	27.61	28.72	29.86	31.06	32.30	33.59	34.93
SR23	ANN	51,036	53,100	55,236	57,432	59,736	62,112	64,608	67,188	69,876	72,648	75,588
	MON	4,253	4,425	4,603	4,786	4,978	5,176	5,384	5,599	5,823	6,054	6,299
	8HR	196.32	204.24	212.48	220.88	229.76	238.88	248.48	258.40	268.72	279.44	290.72
	HRLY	24.54	25.53	26.56	27.61	28.72	29.86	31.06	32.30	33.59	34.93	36.34
SR24	ANN	55,236	57,432	59,736	62,112	64,608	67,188	69,876	72,648	75,588	78,624	81,756
	MON	4,603	4,786	4,978	5,176	5,384	5,599	5,823	6,054	6,299	6,552	6,813
	8HR	212.48	220.88	229.76	238.88	248.48	258.40	268.72	279.44	290.72	302.40	314.48
	HRLY	26.56	27.61	28.72	29.86	31.06	32.30	33.59	34.93	36.34	37.80	39.31
SR25	ANN	57,432	59,736	62,112	64,608	67,188	69,876	72,648	75,588	78,624	81,756	85,020
	MON	4,786	4,978	5,176	5,384	5,599	5,823	6,054	6,299	6,552	6,813	7,085
	8HR	220.88	229.76	238.88	248.48	258.40	268.72	279.44	290.72	302.40	314.48	327.04
	HRLY	27.61	28.72	29.86	31.06	32.30	33.59	34.93	36.34	37.80	39.31	40.88
SR26	ANN	59,736	62,112	64,608	67,188	69,876	72,648	75,588	78,624	81,756	85,020	88,404
	MON	4,978	5,176	5,384	5,599	5,823	6,054	6,299	6,552	6,813	7,085	7,367
	8HR	229.76	238.88	248.48	258.40	268.72	279.44	290.72	302.40	314.48	327.04	340.00
	HRLY	28.72	29.86	31.06	32.30	33.59	34.93	36.34	37.80	39.31	40.88	42.50
SR27	ANN	62,112	64,608	67,188	69,876	72,648	75,588	78,624	81,756	85,020	88,404	91,956
	MON	5,176	5,384	5,599	5,823	6,054	6,299	6,552	6,813	7,085	7,367	7,663
	8HR	238.88	248.48	258.40	268.72	279.44	290.72	302.40	314.48	327.04	340.00	353.68
	HRLY	29.86	31.06	32.30	33.59	34.93	36.34	37.80	39.31	40.88	42.50	44.21

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 01/01/2017

Bargaining Unit: 13 Professional and Scientific Employees

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR12	ANN	34,296	35,724	37,164	38,616	40,128	41,736	43,428				
	MON	2,858	2,977	3,097	3,218	3,344	3,478	3,619				
	8HR	131.92	137.44	142.96	148.56	154.32	160.56	167.04				
	HRLY	16.49	17.18	17.87	18.57	19.29	20.07	20.88				
SR13	ANN	35,724	37,164	38,616	40,128	41,736	43,428	45,168				
	MON	2,977	3,097	3,218	3,344	3,478	3,619	3,764				
	8HR	137.44	142.96	148.56	154.32	160.56	167.04	173.76				
	HRLY	17.18	17.87	18.57	19.29	20.07	20.88	21.72				
SR14	ANN	37,164	38,616	40,128	41,736	43,428	45,168	46,932				
	MON	3,097	3,218	3,344	3,478	3,619	3,764	3,911				
	8HR	142.96	148.56	154.32	160.56	167.04	173.76	180.48				
	HRLY	17.87	18.57	19.29	20.07	20.88	21.72	22.56				
SR15	ANN	38,616	40,128	41,736	43,428	45,168	46,932	48,828	50,772			
	MON	3,218	3,344	3,478	3,619	3,764	3,911	4,069	4,231			
	8HR	148.56	154.32	160.56	167.04	173.76	180.48	187.84	195.28			
	HRLY	18.57	19.29	20.07	20.88	21.72	22.56	23.48	24.41			
SR16	ANN	40,128	41,736	43,428	45,168	46,932	48,828	50,772	52,824	54,960	57,168	59,448
	MON	3,344	3,478	3,619	3,764	3,911	4,069	4,231	4,402	4,580	4,764	4,954
	8HR	154.32	160.56	167.04	173.76	180.48	187.84	195.28	203.20	211.36	219.84	228.64
	HRLY	19.29	20.07	20.88	21.72	22.56	23.48	24.41	25.40	26.42	27.48	28.58
SR17	ANN	41,736	43,428	45,168	46,932	48,828	50,772	52,824	54,960	57,168	59,448	61,824
	MON	3,478	3,619	3,764	3,911	4,069	4,231	4,402	4,580	4,764	4,954	5,152
	8HR	160.56	167.04	173.76	180.48	187.84	195.28	203.20	211.36	219.84	228.64	237.76
	HRLY	20.07	20.88	21.72	22.56	23.48	24.41	25.40	26.42	27.48	28.58	29.72
SR18	ANN	43,428	45,168	46,932	48,828	50,772	52,824	54,960	57,168	59,448	61,824	64,284
	MON	3,619	3,764	3,911	4,069	4,231	4,402	4,580	4,764	4,954	5,152	5,357
	8HR	167.04	173.76	180.48	187.84	195.28	203.20	211.36	219.84	228.64	237.76	247.28
	HRLY	20.88	21.72	22.56	23.48	24.41	25.40	26.42	27.48	28.58	29.72	30.91
SR19	ANN	45,168	46,932	48,828	50,772	52,824	54,960	57,168	59,448	61,824	64,284	66,864
	MON	3,764	3,911	4,069	4,231	4,402	4,580	4,764	4,954	5,152	5,357	5,572
	8HR	173.76	180.48	187.84	195.28	203.20	211.36	219.84	228.64	237.76	247.28	257.20
	HRLY	21.72	22.56	23.48	24.41	25.40	26.42	27.48	28.58	29.72	30.91	32.15

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Effective Date: 01/01/2017
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		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR20	ANN	46,932	48,828	50,772	52,824	54,960	57,168	59,448	61,824	64,284	66,864	69,540
	MON	3,911	4,069	4,231	4,402	4,580	4,764	4,954	5,152	5,357	5,572	5,795
	8HR	180.48	187.84	195.28	203.20	211.36	219.84	228.64	237.76	247.28	257.20	267.44
	HRLY	22.56	23.48	24.41	25.40	26.42	27.48	28.58	29.72	30.91	32.15	33.43
SR21	ANN	48,828	50,772	52,824	54,960	57,168	59,448	61,824	64,284	66,864	69,540	72,324
	MON	4,069	4,231	4,402	4,580	4,764	4,954	5,152	5,357	5,572	5,795	6,027
	8HR	187.84	195.28	203.20	211.36	219.84	228.64	237.76	247.28	257.20	267.44	278.16
	HRLY	23.48	24.41	25.40	26.42	27.48	28.58	29.72	30.91	32.15	33.43	34.77
SR22	ANN	50,772	52,824	54,960	57,168	59,448	61,824	64,284	66,864	69,540	72,324	75,192
	MON	4,231	4,402	4,580	4,764	4,954	5,152	5,357	5,572	5,795	6,027	6,266
	8HR	195.28	203.20	211.36	219.84	228.64	237.76	247.28	257.20	267.44	278.16	289.20
	HRLY	24.41	25.40	26.42	27.48	28.58	29.72	30.91	32.15	33.43	34.77	36.15
SR23	ANN	52,824	54,960	57,168	59,448	61,824	64,284	66,864	69,540	72,324	75,192	78,228
	MON	4,402	4,580	4,764	4,954	5,152	5,357	5,572	5,795	6,027	6,266	6,519
	8HR	203.20	211.36	219.84	228.64	237.76	247.28	257.20	267.44	278.16	289.20	300.88
	HRLY	25.40	26.42	27.48	28.58	29.72	30.91	32.15	33.43	34.77	36.15	37.61
SR24	ANN	57,168	59,448	61,824	64,284	66,864	69,540	72,324	75,192	78,228	81,372	84,612
	MON	4,764	4,954	5,152	5,357	5,572	5,795	6,027	6,266	6,519	6,781	7,051
	8HR	219.84	228.64	237.76	247.28	257.20	267.44	278.16	289.20	300.88	312.96	325.44
	HRLY	27.48	28.58	29.72	30.91	32.15	33.43	34.77	36.15	37.61	39.12	40.68
SR25	ANN	59,448	61,824	64,284	66,864	69,540	72,324	75,192	78,228	81,372	84,612	87,996
	MON	4,954	5,152	5,357	5,572	5,795	6,027	6,266	6,519	6,781	7,051	7,333
	8HR	228.64	237.76	247.28	257.20	267.44	278.16	289.20	300.88	312.96	325.44	338.48
	HRLY	28.58	29.72	30.91	32.15	33.43	34.77	36.15	37.61	39.12	40.68	42.31
SR26	ANN	61,824	64,284	66,864	69,540	72,324	75,192	78,228	81,372	84,612	87,996	91,500
	MON	5,152	5,357	5,572	5,795	6,027	6,266	6,519	6,781	7,051	7,333	7,625
	8HR	237.76	247.28	257.20	267.44	278.16	289.20	300.88	312.96	325.44	338.48	351.92
	HRLY	29.72	30.91	32.15	33.43	34.77	36.15	37.61	39.12	40.68	42.31	43.99
SR27	ANN	64,284	66,864	69,540	72,324	75,192	78,228	81,372	84,612	87,996	91,500	95,172
	MON	5,357	5,572	5,795	6,027	6,266	6,519	6,781	7,051	7,333	7,625	7,931
	8HR	247.28	257.20	267.44	278.16	289.20	300.88	312.96	325.44	338.48	351.92	366.08
	HRLY	30.91	32.15	33.43	34.77	36.15	37.61	39.12	40.68	42.31	43.99	45.76

PART I	DEPARTMENT OF PERSONNEL SERVICES	1.336
	STATE OF HAWAII	1.337
.....		1.338
		1.339
	Class Specification	1.341
	for the Class:	
	<u>ACCOUNT CLERK SERIES</u>	

Series Definition:

This series includes all classes of positions which involve the performance as well as the supervision of, but not as a major portion of the working time, clerical work involving as a primary assignment the systematizing of information about transactions and activities into accounts and quantitative records. Systematization includes computing, classifying and recording numerical data to keep sets of financial accounting records complete and to derive reports therefrom.

The State's general accounting system is designed to provide reliable, meaningful data on financial transactions, and records which are incorporated in that system are used to evidence the proper discharge of legal accountability for funds and other resources made available to State departments and agencies. It is on a mixed cash and accrual basis. While income is generally not recorded until it is collected, expenditures are in effect recorded on an accrual basis since vouchered claims for a fiscal year are paid and recorded as expenditures for that year. This system is also characterized by its use of separate funds, each of which is a complete balancing group of accounts, and budgetary accounts unique to governmental accounting. The use of separate funds provides controls relating to statutory restrictions and to other regulations and limitations. The funds include:

1. General Fund. Used to account for all revenues, and the activities financed by them, which are not accounted for in another fund. Appropriated receipts, earmarked receipts dedicated by federal or state law for a specific purpose, are sometimes deposited and expended through the general fund if not required to be accounted for in Special Funds.

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2. Special Funds. Used to account for revenues, e.g., liquid fuel tax collections, designated by law for particular purposes.
3. Bond Funds. Used to account for the proceeds of bond issues which are expended primarily for meeting the costs incurred for public improvement projects authorized by the legislature.
4. Trust and Agency Funds. Used to account for cash and other assets held on the basis of serving as a trustee or an agent.
5. General Fixed Assets. Used to record fixed assets purchased or constructed, regardless of the fund through which such assets are acquired.
6. General Bonded Debt and Interest. Used to record the liability for future payments of bond principal and interest.

The accounts of each of the above funds are contained in separate general ledgers in the central accounting agency into which accounting entries are recorded from a variety of sources. These general ledgers provide essential controls for all other accounting data, and they are therefore of great importance to the accounting system. Also of importance is the manual documenting the accounting system containing the chart of general ledger accounts, explanations of the accounts, and typical transactions recorded in the accounts. A uniform accounting code is used to record expenditures and receipts in control accounts, which may conform to appropriations made by the legislature or be divided into several control accounts. To conform to the manner in which appropriations are allotted, expenditures for governmental costs within each control account are recorded by character: Personal services, other current expenses, and capital outlays.

Control accounts contain summary postings transferred from books of original entry (i.e., journals or machine registers), including various special journals for recurring types of transactions (e.g., cash receipts journal). The control

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accounts are supported by subsidiary ledgers which reflect and summarize transactions affecting a group of related accounts. A subsidiary ledger may contain all accounts for a particular program, with detail accounts for the different transactions affecting that program; or may contain certain types of transactions (e.g., an accounts receivable ledger) with detail accounts by customer or concessionaire; or may contain other groupings. As required by the number and variety of detail accounts, the subsidiary ledger may be further subdivided into intermediate ledgers which summarize certain categories of detail accounts.

Other accounting systems exist within State departments and agencies which are unique to particular programs and operations. Moreover, variations exist between and within departments on the basis of the extent to which controls are centralized or decentralized. However, in every system the maintenance of accounting records involves common clerical functions; i.e., documents must be examined, validated and coded; accounts must be posted, balanced and verified; errors, discrepancies and omissions must be corrected; accounts must be reconciled; and statements and reports must be prepared.

Automation of accounts clerical work processes is increasing. However, the basic knowledge and responsibilities in working within either an automated or a manual accounting system are comparable, and can be evaluated by the same criteria. The nature of the decisions and the extent of the knowledge of accounting transactions required are the primary considerations. The specific form of the documents and the processing procedures used have little effect.

Levels in this series are distinguished primarily on the basis of the character, scope and complexity of duties in relation to the system of accounting. Other relevant factors include the nature of supervision exercised over the work, nature of available guidelines for performance of work, purpose and nature of person-to-person work contacts, nature and extent of supervisory control exercised over the work of other employees, effect and consequence of recommendations and decisions affecting work operations and methods, judgment and resourcefulness, pressure of work, knowledge and abilities

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required, and such other responsibilities as the responsibility for the custody of usually modest sums of money or to initiate or approve its release or expenditure.

This series replaces the following classes approved on December 6, 1956:

1.335	Account Clerk I
1.340	Account Clerk II
1.345	Account Clerk III

DATE APPROVED: 2/28/75

Wayne Yamasaki
for DONALD BOTELHO
Director of Personnel Services

ACCOUNT CLERK I

1.336

Duties Summary:

Performs a variety of calculating, posting and other moderately complex clerical work in the maintenance of accounts and quantitative records; may supervise and participate in performing simple and repetitive clerical work; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished on the basis of the performance of various clerical duties in carrying out on a regular or possibly rotational basis standard accounts clerical routines characterized by some degree of variableness and possible regular and recurring contact with persons outside of the immediate office. Clerical routines include the checking and verifying of accounting and other documents; the coding of accounting forms, documents and transactions; the preparation of various simple reports; the maintenance of assigned records,

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files and work areas, and the conduct of physical inventory for various offices or operations annually or more often.

A position in this class typically performs a number of duties with attendant responsibility for completion or maintenance of the work activity. Work proceeds routinely on tasks following standard practice and instructions, but questionable matters are referred to the supervisor or other higher-level employee. While a position in this class typically is supervised by a higher-level accounts clerical position, supervision by a non-clerical position may also occur.

Examples of Duties:

Assembles various forms, or records such as purchase orders or invoices, or other items into specific groups or sequences; makes count of various items and completes totals and other summaries; prepares simple reports on amounts expended or due, types of expenditures, etc., in standard format; posts data from one form into the proper place on another form or record; transmits remittances with bills or other documents; makes routine entries in record books or on special or standard forms by longhand; prepares routine lists of specific items, numerical and verbal, according to designated system by longhand; places various forms, records, correspondence or other material in proper positions in systematic file; records on special forms or records all items of particular type(s) or classification(s) by longhand; codes various data for key punching; makes phone calls to obtain specific data; may sort punched cards into predetermined groups using a sorting stylus; makes simple calculations such as addition or subtraction with or without using a machine; receives merchandise, materials, forms, mail or other items which are being delivered or returned for replacement or other purpose; counts cash receipts and compares with sales slips, and reports discrepancies; makes out various routine forms such as checks, receipts, form letter addresses, or other items, according to standard operating procedures by machine or longhand; gives out various materials, forms or other items upon request of clients or other individuals according to standard instructions; issues special forms or specific items upon request, or upon presentation of receipt, money, proper forms, or identification, by hand or using a ticket-dispensing

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or similar machine; may make duplicate copies of punched tabulating cards, using a keypunch duplicating machine; may sort punched cards into predetermined groups using a sorting machine, following a prescribed procedure; makes routine entries in record books or on special or standard forms using a typewriter or other type of office machine; compiles lists of numerical, verbal or other descriptive data; transfers or otherwise disposes of old or outdated material contained in files; may supervise clerical subordinates and others and participate in the performance of simple and repetitive clerical work on a regular and continuing basis.

Knowledge and Abilities Required:

Knowledge of: Arithmetic; spelling; filing and other general office work.

Ability to: Read and understand detailed but uninvolved instructions and other similar materials; carry out procedures in established clerical work systems; convey routine information orally and in writing; operate various common office appliances and learn to operate other equipment such as adding machines and calculators; observe differences in copy and proofread words and numbers quickly and accurately; deal with others in a tactful and polite manner; for some positions, supervise others in the performance of simple and repetitive clerical work.

ACCOUNT CLERK II

1.337

Duties Summary:

Performs the maintenance of subsidiary ledgers and other complex clerical work in the maintenance of accounts and quantitative records, with or without the use of accounting machines; may supervise and participate in performing moderately complex clerical work; and performs other duties as required.

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Distinguishing Characteristics:

This class is distinguished on the basis of responsibility for performing standardized accounting tasks which pertain to a portion of an accounting operation involving the maintenance of one or more journals or subsidiary ledgers consistent with appropriate control accounts. A position in this class may also maintain an imprest fund for usually modest expenditures. Assigned work is performed independently, and an employee typically plans and arranges his or her own work schedule but carries out the work in accordance with established procedures and standard practices. Referral is made to the supervisor only when there is serious doubt as to procedures in unusual situations.

A position in this class may work regularly with information which is of a restricted nature such as client or trust accounts, and delinquent accounts. There is regular contact with other programs in a department, the general public, and others in obtaining or furnishing information or reports, which require tact to avoid misunderstanding in contacts where improper handling could affect results; however, primary responsibility for harmonious relationships is normally assumed by the immediate supervisor. While a position in this class typically is supervised by a higher-level accounts clerical position, supervision by a non-clerical position may also occur.

Examples of Duties:

Determines need for and/or makes routine orders for necessary supplies, materials, or other items; checks numerical or verbal data on forms or records such as purchase orders or invoices, or other items against a master form, or other standard, for inconsistencies, errors, or omissions; sets-up files and/or codes, indexes, tabs or otherwise prepares classified material for filing or identification using standard or accepted systems; makes out various routine forms such as checks, receipts, invoices, or other items, according to standard operating procedures using some type of office machine; may punch and record desired numerical and/or verbal data on proper forms or cards, using an alpha-numeric type keypunch machine or an alphabetical printing-punch machine; prepares

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consolidated worksheets and summary totals; prepares routine, numerical data reports based on information at hand following standard operating procedures; makes arrangements for equipment maintenance, telephone service, or other similar matters; performs ordinary calculations requiring more than one step, such as multiplication or division, without using a machine or requiring the use of more than one set or group of keys on a calculating machine; receives and/or pays out cash, making proper change if necessary with or without using machine such as a cash register; tabulates cash received and makes deposit slips; receives orders, requests, instructions or information, personally or by telephone, and makes follow-up with other government or private agencies on requests for information, etc.; may check and verify the accuracy of data punched on tabulating cards using a checking machine or a keyboard-type verifying machine; keeps a running balance of specific items, entries or amounts, with or without using a machine; checks actual quantity, quality, condition, value, or type of items against a master form or standard, verifying the accuracy of the forms and/or correctness of the item; balances specific items, entries, or amounts periodically in accordance with established groupings and categories, with or without using a machine; searches indexes, manuals, files, records or other sources for desired or missing information on specific subjects; checks or verifies numerical data by recomputing original calculations, with or without using a calculator; classifies special forms, records, orders, merchandise, or other items, following standard or accepted methods of systematized arrangement; corrects or marks errors found in figures, calculations, or record book data, by hand or using some type of office machine; anticipates needs of supervisor or others serviced and gathers records, letters or other specific items of information that might be wanted; selects and/or gathers specific data, information, or desired items, according to standard operating procedures, or upon request; answers questions and gives requested direction or other standard information directly or by telephone; composes routine, non-technical correspondence or memoranda, following standard operating procedures; makes up tables, graphs, charts or diagrams, based on data and format supplied by others using drawing, lettering or other instruments; compiles numerical or statistical data for tables, charts, rate schedules, or other uses with or without using a machine; points out or calls

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attention of proper individuals to specific entries, items or occurrences; traces or follows-up on various forms, records, orders, materials or other items; obtains necessary or desired information, authorizations, approvals, signatures or other data from superiors or other individuals; makes routine entries to records and standard forms using a typewriter, and may perform other simple typing; checks items to make certain that correct procedures are followed; may supervise clerical subordinates and others in the performance of moderately complex clerical work on a regular and continuing basis.

Knowledge and Abilities Required:

Knowledge of: Arithmetic; spelling; the operation and operational maintenance of common office appliances and equipment including adding machines and calculators; office practices and procedures relating to the processing and recording of transactions and accounting information.

Ability to: Carry out a variety of standard accounts clerical routines; perform clerical assignments requiring uniform mental attention; learn and apply pertinent statutory provisions; rules, regulations, policies and procedures; learn and apply a variety of instructions furnished in written, oral, diagrammatic or schedule form; operate and maintain various common office appliances which may include a posting or accounting machine and simple electronic data processing equipment; prepare simple narrative and numerical reports; perform arithmetic operations quickly and accurately; speak and write simply and directly, and deal tactfully with others; for some positions supervise others in the performance of moderately complex clerical work.

ACCOUNT CLERK III

1.338

Duties Summary:

Maintains control accounts for appropriated and/or non-appropriated funds involving a relatively limited number of accounts and range of kinds of disbursements; may maintain one

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or more major accounting groupings for a major department; may supervise and participate in the maintenance of subsidiary ledgers; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished on the basis of responsibility for the maintenance of control accounts for funds and other assets at a program or departmental level characterized by a relatively limited number of accounts and range of kinds of disbursements. At a program level, work relative to disbursements may be subject to strong departmental controls. At a departmental level, the number of accounts and range of kinds of disbursements are limited due to the small size of the department. A position in this class may also be responsible for a major portion of the accounting system or systems of a major department.

A position at the program level typically includes purchasing and related clerical work, such as physical inventory and inventory recordkeeping. This class may include a position which supervises and participates in the maintenance of subsidiary ledgers at the departmental level involving large scale accounts recordkeeping activities.

The flow of work and character of duties normally involve uniform attention and there are periodic and sometimes frequent deadlines. There is regular contact with others within and outside the department in which tact is required, and the employee assumes responsibility for harmonious relationships. A position in this class may supervise an accounts clerical subordinate and possibly other assistants performing various simple tasks and standard routines.

Examples of Duties:

Verifies and enters details of costs, charges or other similar bookkeeping items to correct accounts or classifications; receives, receipts and deposits cash collections of various kind, and maintains appropriate records; consults or studies specific books, manuals, catalogs, or other sources in order to obtain desired information; performs

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numerous types of computations such as discount, interest, ratio and percentage; determines rates, costs, amounts or other specifications for various types of items, selecting and using tables or classification data; explains details of services, methods or policies; prepares requisitions or purchase orders, and may place orders for supplies, materials, equipment or contract services; processes invoices and may prepare vouchers for approval to authorize disbursement; may maintain inventory control records; reviews the accounts clerical work of others, calling attention to use of incorrect procedures or methods and to incorrect entries or results; composes correspondence requiring specific knowledge of methods, procedures, policies or other information; determines the general ledger accounts, journals and subsidiary accounts affected and the debit and/or credit entries to be made; summarizes transactions having a like effect and preparing control sheets or other posting documents reflecting the debit and/or credit entries to be made; totals entries at specified intervals and takes a trial balance of debits and credits; determines corrective entries required to bring accounts into balance; closes and reconciles accounts; may supervise one or more lower-level account clerk or other subordinates.

Knowledge and Abilities Required:

Knowledge of: Arithmetic; Business English; spelling; the operation and maintenance of common office appliances and equipment including adding machines and calculators; standard accounting codes, classifications and terminology pertinent to accounts maintenance operations; office practices and procedures generally and as they relate to the processing and recording of transactions and accounting information.

Ability to: Plan and carry out various accounts clerical functions; maintain an effective work pace under periodic deadlines; read and understand manuals and detailed books of instructions; write routine business letters, summaries and reports using prescribed format; deal tactfully with others; operate and maintain various common office appliances and equipment which may include bookkeeping and simple electronic data processing equipment; for some positions, assign, direct and review the work of others.

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ACCOUNT CLERK IV

1.339

Duties Summary:

Maintains control accounts for appropriated and non-appropriated funds involving a relatively extensive number of accounts and range of kinds of disbursements; may maintain program control accounts characterized by unusual accounting features; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished on the basis of responsibility for the maintenance of control accounts for funds and other assets at a program or departmental level characterized by a relatively extensive number of accounts and range of kinds of disbursements. At a program level, control accounts are characterized by unusual accounting features due to such factors as sources of funds, self-supporting operations, heavy cash flow and/or capital improvements contract and other disbursements. At a departmental level, the number of accounts and range of kinds of disbursements are typical of a moderate sized department.

A position in this class may include purchasing and related clerical work, such as physical inventory and inventory recordkeeping.

The work of this class frequently requires completion of a large volume of work within a limited period of time. A position in this class may supervise one or more subordinates performing a variety of complex accounts clerical duties, and may have the assistance of other temporary, part-time, intermittent help as well. There is regular contact with others within and outside the department in which tact is required and the employee assumes responsibility for harmonious relationships. On occasion, the employee may represent the program in interprogram or interagency meetings relative to accounting functions.

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Examples of Duties:

Determines necessary entries to reflect information not yet recorded; closes and reconciles accounts; summarizes accounts and transfers balances to other accounts such as permanent asset, liability and capital accounts; segregates and groups accounts as they will appear on the balance sheet, or other required statements; receives, receipts and deposits cash collections of various kind and maintains or supervises the maintenance of appropriate records; abstracts data reflecting financial conditions and cooperating results and presents the data in the form of prescribed statements and reports; may prepare a variety of reports and schedules reflecting more detailed information in specified account areas; prepares summaries of activities, reports, or other data; assigns work to others as required, and oversees work accomplishment; determines various expenditures, purchases or other specific sources of action, basing decisions on rules of action, established policy, or executive request; makes estimates of operational procedures, needs or requirements, such as operating budgets, materials or space needed, or numbers of items for clerical and administrative operations; prepares purchase orders, and orders supplies, materials, equipment, or contract services; processes invoices and prepares vouchers for approval to authorize disbursement; drafts operational guides, forms and other materials requiring specific knowledge of methods, procedures, policies or other information; may maintain inventory control records; may supervise one or more account clerical and other subordinates.

Knowledge and Abilities Required:

Knowledge of: Arithmetic; Business English; spelling; the operation and operational maintenance of common office appliances and equipment including adding machines and calculators; standard accounting codes, classifications and terminology pertinent to accounts maintenance operations; general and specialized office practices and procedures; for some positions, principles and practices of double-entry bookkeeping.

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Ability to: Plan and carry out the typical range of accounts clerical functions including various complex assignments; maintain an effective work organization and pace under frequent deadlines; read and understand manuals and other detailed books of instructions; write business letters, summaries and reports requiring some judgment as to appropriate format and conforming to all rules of grammar and style; speak simply and directly to individuals and groups, and deal tactfully with others; operate and maintain various common office appliances and equipment which may include bookkeeping and simple electronic data processing equipment; for some positions, supervise and direct the work of others.

ACCOUNT CLERK V

1.341

Duties Summary:

Maintains departmental control accounts for appropriated and non-appropriated funds characterized by unusual accounting features; may supervise and participate in the maintenance of program control accounts characterized by unusual accounting features; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished on the basis of the responsibility for the maintenance of control accounts for funds and other assets at a program or departmental level characterized by unusual accounting features due to such factors as sources of funds, self-supporting operations, heavy cash flow and/or capital improvements contract and other disbursements. At a program level, a position in this class supervises and participates in the maintenance of accounts records.

The work of this class frequently requires completion of complex processes and a large volume of work within a limited period of time because of frequent unforeseeable requirements and deadlines, and a position in this class typically supervises two or more subordinates performing a variety of highly complex accounts clerical duties. Other temporary, part-time or

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intermittent help may be involved as well. There is regular contact with others within and outside the department in which tact is required and the employee assumes responsibility for harmonious relationships. Frequently, the employee will represent the program in interprogram or interagency meetings relative to accounting functions.

Examples of Duties:

Assigns the classifying of accounting transactions; supervises and performs the review of posting documents, totaling of entries, and other functions in the maintenance of accounts; supervises the comparing of account balances, determining corrective actions and other functions in reconciling accounts; receives, receipts and deposits cash collections of various kinds, and maintains or supervises the maintenance of appropriate records; closes accounts and prepares balance sheets and financial statements; conducts research into current accounts, previous reports, source document, etc., to develop specified but readily available information from current account balances; develops comparative data, ratios, etc., to reflect relationships between specified accounts, different time periods, costs of different operations, or other specified information; identifies significant changes in account balances and reviews transactions to identify the actions which caused the changes; conducts accounts examinations including preparing worksheets or reports reflecting the examination made, discrepancies noted, and the corrective entries required to adjust accounts; prepares summaries of activities, reports, or other data; makes estimates of operating procedures, needs or requirements, such as operating budgets, materials or space needed, or numbers of items for clerical and administrative operations; may supervise purchase order functions and the processing of invoices including the preparation of vouchers for approval to authorize disbursements; drafts operational guides, forms and other materials requiring specific knowledge of methods, procedures, policies or other information; may supervise and participate in the maintenance of inventory and inventory control records; may supervise one or more account clerical and other subordinates.

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Knowledge and Abilities Required:

Knowledge of: Arithmetic; Business English; spelling; the operation and operational maintenance of common office appliances and equipment including adding machines and calculators; accounting codes, classifications and terminology pertinent to the work; general and specialized office practices and procedures; for some positions, principles and practices of double-entry bookkeeping; for some positions, principles and practices of supervision.

Ability to: Plan, organize, direct and carry out all accounts clerical functions including the most complex assignments; maintain an effective work organization and pace under frequent deadlines; read and understand manuals and other detailed books of instructions; write business letters, summaries and reports requiring judgment as to appropriate format and conforming to all rules of grammar and style; speak to individuals and groups, and deal tactfully with others; operate and maintain various common office appliances and equipment including bookkeeping equipment and may include simple electronic data processing equipment; for some positions, supervise and direct the work of others.

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	1.336	SR06
	STATE OF HAWAII	1.337	SR08
.....		1.338	SR11
		1.339	SR13
	Minimum Qualification Specifications for the Classes:	1.341	SR15

BU03

ACCOUNT CLERK I, II, III, IV & V

Experience Requirements

Applicants must have had work experience of the kind and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Experience	Specialized Experience	Total (years)
Account Clerk I	1/2	0	1/2
Account Clerk II	1/2	1	1-1/2
Account Clerk III	1/2	2*	2-1/2
Account Clerk IV	1/2	3*	3-1/2
Account Clerk V	1/2	4*	4-1/2

General Experience: Work experience which demonstrated knowledge of arithmetic and spelling, and ability to follow oral and written directions, write simply and directly, and observe differences in words and numbers quickly and accurately.

Specialized Experience: Work involved in posting to accounting records and other systematizing of fiscal information; i.e., computing, classifying and recording numerical data to keep sets of financial accounting records complete and to derive reports there from. Such experience must have demonstrated knowledge of standard accounting classification and terminology pertinent to accounts maintenance operations, and office practices and procedures relating to the processing and recording of transactions and accounting information. For levels III, IV and V, this work must have involved reconciling accounts (i.e., checking for errors, balancing, and going back to original source document for verification); and the preparation of balance sheets and income statements or financial and/or accounting reports.

Non-Qualifying Experience

Experience as an inventory clerk, stock clerk, supply clerk, or other related work which is primarily concerned with posting non-fiscal data or checking accuracy of computations, and which does not involve or require any fiscal record keeping knowledge, is not considered qualifying Specialized Experience.

*Some Account Clerk III, IV and V positions require that applicants possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

1. Graduation from high school, or equivalent, with courses in basic English and arithmetic may be substituted for six (6) months of General Experience.
2. Successful completion of a substantially full-time equivalent accounting curriculum leading to a degree or diploma at an accredited community college, business or technical school, which included accounting courses in double-entry procedures in analyzing, recording and summarizing transactions; and the preparation and interpretation of financial statements, may be substituted for Specialized Experience on the basis of one (1) school year for one (1) year of Specialized Experience, up to a maximum of two (2) years of Specialized Experience.
3. A bachelor's degree in accounting from an accredited four (4) year college or university will be deemed to have met the experience requirements for the Account Clerk V level.
4. Successful completion of coursework in a baccalaureate program at an accredited four (4) year college or university may be substituted on the basis of fifteen (15) semester credit hours for six (6) months of Specialized Experience, up to a maximum of three and one-half (3-1/2) years, provided the coursework included at least three (3) credits per semester of accounting courses.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

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Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

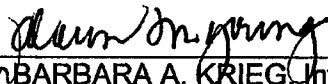
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes Account Clerk I, II, III, IV and V, which were approved on April 23, 1975.

DATE APPROVED: 2/27/2012



BARBARA A. KRIEG, Interim Director
Department of Human Resources Development

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
STATE OF HAWAII

BU03
1.015 SR04
1.016 SR06
1.017 SR08
1.018 SR10
1.019 SR12

.....
Class Specification for
the classes:

OFFICE ASSISTANT I, II, III, IV and V

SERIES DEFINITION

The classes in this series reflect responsibility, as a primary function, for performing a variety of clerical support services. Services provided and duties performed range from simple, routine tasks (e.g., sorting, filing, retrieving, duplicating, mailing, posting and processing paper and electronic data and records; counting, tallying, compiling, verifying and/or correcting information) to more involved activities (e.g., providing information and assistance to others about services available and/or applicable policies and procedures; assisting customers with access to services, screening calls and visitors; scheduling meetings; ordering and maintaining office supplies and equipment; preparing a variety of documents using word processing, spreadsheet and other office equipment and technologies; supervising and performing other clerical activities in support of the day-to-day operations of a work unit).

Levels in this series are distinguished primarily on the basis of the following factors:

1. Complexity of work
2. Supervision received
3. Knowledge and abilities required
4. Nature of available guidelines
5. Supervision exercised

CLASSIFICATION FACTORS AND EVALUATION

The primary key to the interpretation of the classes in this series is a consideration of the **overall** character, scope and complexity of duties. Complexity is relative and the use of the word "complex" in the specification, with or without various modifiers, is in terms of these classes only. The Examples of Duties contain duties representative of a given level and are to be used to clarify the more generalized statements contained in the Class Distinguishers.

Positions in this series typically perform a mixed level of duties, and therefore, will normally be evaluated on the basis of the highest level of work performed for a **substantial** amount of time under general supervision. The presence of a couple of

higher level duties performed for an insignificant amount of time, or under close or immediate supervision for training or other purposes will not be considered in level determination. Moreover, while the Examples of Duties portion of a specification does not normally repeat duties presented in the specification for lower-level classes, it is understood that the duties of lower level classes are an implied part of the range of work of higher level cases. Further, where a specific duty is not mentioned in a specification, its level shall be evaluated in terms of the manner and circumstances in which it is performed and compared against the representative duties listed in the specifications.

CLASS DISTINGUISHERS

OFFICE ASSISTANT I (1.015) - Performs simple and repetitive clerical work tasks with very little variability, in accordance with established procedures, as directed. The work typically involves a short cycle of various tasks and manual dexterity.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

1. Sorts and files materials.
2. Opens and date-stamps mail.
3. Mends torn pages.
4. Duplicates material using a copying machine.
5. Counts various items and performs simple computations.
6. Performs simple and repetitive data entry and/or typing of forms and labels.
7. May also serve as walking messenger.

OFFICE ASSISTANT II (1.016) – Performs moderately complex clerical work involving various standard clerical routines that are carried out on a regular or rotational basis, in accordance with standard practice and instructions; and/or supervises and participates in performing simple and repetitive clerical work tasks that are primarily procedural in nature and carried out in accordance with specific instructions or clearly defined procedures.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

1. Creates, edits, prints, stores, retrieves and deletes documents using a computer and word processing and other software, in draft or final form, from rough or corrected copy where instructions as to format and arrangement are available. Keyboarding/typing speed and accuracy are typically required.
2. Proofreads typed materials for spelling, punctuation and grammatical errors and makes corrections.
3. Sorts, arranges and files material in accordance with established procedures.
4. Gives out forms and provides standard instructions and assistance to the public in filling out requested information.
5. Checks records and forms such as applications, permits, requisitions, vouchers and other materials for completeness and accuracy in accordance with prescribed procedures.
6. Makes arithmetic computations and verifies totals using an adding machine or calculator.
7. Answers the telephone, routes calls and relays messages to appropriate people.
8. Greets callers and directs them to the appropriate person or office.
9. Provides routine information to the public in person or over the telephone.
10. Receives, responds to and sends e-mail messages.
11. Opens, date stamps, sorts, distributes and dispatches mail.
12. Accepts cash payments for standard fees and issues receipts for payments.
13. Operates calculator, photocopier, facsimile and other office machines and equipment.
14. Operates a vehicle as a substantial assignment in the performance of messenger duties.
15. Supervises and participates in the performance of simple and repetitive clerical work on a regular and continuing basis.

OFFICE ASSISTANT III (1.017) – Performs journey level clerical work involving a variety of complex clerical assignments, e.g., those that involve a number of steps/processes and/or referral to a number of different sources and require the use of some judgment to determine appropriate disposition; prioritizes work and carries out assignments independently, in accordance with general instructions and established policies and procedures; and/or supervises and participates in performing moderately complex clerical work.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

In addition to the duties of the lower level:

1. Creates, edits, prints, stores, retrieves and deletes documents using a computer and word processing and other software, in draft or final form, from rough or corrected copy where format and arrangement are not clearly indicated.
2. Prepares, reviews and processes forms, records, reports, applications and other documents for accuracy, completion and conformance to established requirements.
3. Checks records and forms such as applications, permits, requisitions, vouchers and other materials for completeness and accuracy; evaluates the information contained therein for conformance with established requirements; and processes documents in accordance with established policies and procedures.
4. Searches through a variety of paper and electronic files and records, extracts, compiles and summarizes information and prepares periodic and special reports.
5. Composes routine correspondence and letters of acknowledgement.
6. Sets up and maintains paper and electronic files and revises filing systems as necessary.
7. Provides general information and resolves complaints in person or over the telephone involving explanation of rules, regulations, policies and procedures and knowledge of the organization's purpose and functions.
8. Determines the need for and/or makes routine orders for necessary supplies, materials or other items.
9. Makes arrangements for travel, equipment maintenance, telephone service, and other similar matters.

10. Provides training and guidance to, and assigns, reviews and evaluates the work of clerical subordinates performing work comparable to the class Office Assistant II.

OFFICE ASSISTANT IV (1.018) – Performs senior level clerical work that involves a wide range of clerical functions where some originating and planning of work are required and/or a variety of highly complex clerical or administrative tasks that are primarily substantive in nature and requires evaluating information for conformance with established requirements and interpreting laws, rules and regulations in order to determine appropriate disposition and use of judgment because problems are often not covered by standard instructions or established techniques, systems or procedures. Carries out assignments independently, and accomplishes work with substantial use of discretion and selectiveness in deviating from established processes and procedures. Some positions supervise and participate in performing complex clerical work comparable to the class Office Assistant III.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

In addition to the duties of the lower levels:

1. Evaluates and processes documents according to individual circumstances where the correct course of action is not clearly defined.
2. Performs extensive searches through a variety of paper and electronic files and records, extracts, refines and organizes necessary information and prepares reports.
3. Summarizes materials and prepares reports requiring the interpretation and analysis of data and judgment as to format and details of presentation.
4. Evaluates various office processes and determines which may be performed more efficiently through the use of office automation; sets up databases, templates, procedures, etc. that will best meet user and office requirements.
5. Provides training and guidance to, and assigns, reviews and evaluates the work of clerical subordinates performing work comparable to the class Office Assistant III.

OFFICE ASSISTANT V (1.019) – Supervises and participates in performing highly complex clerical work comparable to the class Office Assistant IV.

In addition to the duties of the lower levels, provides training and guidance to, and assigns, reviews and evaluates the work of clerical subordinates performing work comparable to the class Office Assistant IV.

KNOWLEDGE AND ABILITIES REQUIRED: *(The knowledge and abilities required in order to effectively perform the key duties for each of these classes are indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.)*

*"P" indicates prerequisite knowledge and abilities that must be brought to the job.
"A" indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.*

	I	II	III	IV	V
KNOWLEDGE OF:	P	P	P	P	P
Correct English grammar, spelling, punctuation, word usage and arithmetic					
Office practices and procedures	A	A	P	P	P
Operation and maintenance of common office appliances and equipment	A	A	P	P	P
Principles and practices of supervision			**	**	**
ABILITY TO:	P	P	P	P	P
Read and understand oral and written instructions.					
Write simply and directly.	P	P	P	P	P
Compare words and numbers quickly and accurately.	P	P	P	P	P
Perform arithmetic computations	P	P	P	P	P
Operate and maintain office appliances and equipment.	A	A	P	P	P
Compose routine correspondence and other similar material.			P	P	P
Understand, interpret and apply pertinent policies, procedures, laws, rules and regulations.	P	P	P	P	P
Deal with others in a tactful and polite manner.	P	P	P	P	P
Supervise, assign, review, and evaluate the work of others.			**	**	**

****Required for positions with supervisory responsibility.**

MINIMUM QUALIFICATION REQUIREMENTS

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Basic Exp (Yrs)	Clerical Exp (Yrs)	Supvy Exp/Aptitude	Total Exp (Yrs)
Office Assistant I	*	0	0	*
Office Assistant II	½	0	0	1/2
Office Assistant III	½	1	**	1-1/2
Office Assistant IV	½	2	**	2-1/2
Office Assistant V	½	3	**	3-1/2

Basic Experience:

*For Office Assistant I, no specific experience or training is required. However, there must be some evidence of the ability to read, write and understand oral and written English.

For Office Assistant II through V, applicants must possess six (6) months of work experience which demonstrated knowledge of English grammar, spelling, arithmetic; ability to read and understand oral and written instructions; write simply and directly and compare words and numbers quickly and accurately.

Clerical Experience: Work experience which involved the performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems, and operate various kinds of office equipment and technologies.

****Supervisory Experience or Supervisory Aptitude** is required for positions with supervisory responsibility.

- **Supervisory experience** must have included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary.

- Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader, or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Keyboarding/Computer Skill Requirement: Some positions require keyboarding proficiency and/or the ability to use computers and word processing and/or other software applications. Positions that require keyboarding/typing skill (40 net words per minute) are typically at the Office Assistant II and higher levels.

Substitutions Allowed:

1. Graduation from high school or equivalent may be substituted for Basic Experience.
2. Excess Clerical Experience may be substituted for Basic Experience.
3. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.
4. Education in a baccalaureate program at an accredited college or university may be substituted for Clerical Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of two (2) years.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

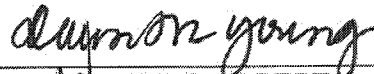
Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position, effectively and safely, with or without reasonable accommodation.

This is a consolidation, change in class title and code, and an amendment of the class specifications and minimum qualification specifications for the Clerk and Clerk-Typist series, which were approved on November 26, 1974 and March 31, 1975 (Clerk Series) and July 25, 2007 (Clerk-Typist Series).

Effective Date: May 16, 2008

DATE APPROVED: March 17, 2008



MARIE C. LADERTA

Director of Human Resources Development

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2014
Bargaining Unit: 03 White Collar, Non-supervisor
04 White Collar, Supervisor

	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR04	ANN	22,824	23,688	24,636	25,632	26,700	27,768	28,872	29,988	31,236	32,460	33,720	36,468
	MON	1,902	1,974	2,053	2,136	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926
	8HR	87.76	91.12	94.72	98.56	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04
	HRLY	10.97	11.39	11.84	12.32	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88
SR05	ANN	23,688	24,636	25,632	26,700	27,768	28,872	29,988	31,236	32,460	33,720	35,112	37,980
	MON	1,974	2,053	2,136	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039
	8HR	91.12	94.72	98.56	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24
	HRLY	11.39	11.84	12.32	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53
SR06	ANN	24,636	25,632	26,700	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468	39,492
	MON	2,053	2,136	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165
	8HR	94.72	98.56	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08
	HRLY	11.84	12.32	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26
SR07	ANN	25,632	26,700	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980	41,064
	MON	2,136	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291
	8HR	98.56	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92
	HRLY	12.32	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99
SR08	ANN	26,700	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492	42,684
	MON	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,557
	8HR	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92	164.16
	HRLY	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99	20.52
SR09	ANN	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492	41,064	44,388
	MON	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,422	3,699
	8HR	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92	157.92	170.72
	HRLY	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99	19.74	21.34
SR10	ANN	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492	41,064	42,684	46,188
	MON	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,422	3,557	3,849
	8HR	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92	157.92	164.16	177.68
	HRLY	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99	19.74	20.52	22.21

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2014
Bargaining Unit: 03 White Collar, Non-supervisor
04 White Collar, Supervisor

	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR11	ANN	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492	41,064	42,684	44,388	46,188
	MON	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,422	3,557	3,699	3,849
	8HR	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92	157.92	164.16	170.72	177.68
	HRLY	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99	19.74	20.52	21.34	22.21
SR12	ANN	31,236	32,460	33,720	35,112	36,468	37,980	39,492	41,064	42,684	44,388	46,188	48,024
	MON	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,422	3,557	3,699	3,849	4,002
	8HR	120.16	124.88	129.68	135.04	140.24	146.08	151.92	157.92	164.16	170.72	177.68	184.72
	HRLY	15.02	15.61	16.21	16.88	17.53	18.26	18.99	19.74	20.52	21.34	22.21	23.09
SR13	ANN	32,460	33,720	35,112	36,468	37,980	39,492	41,064	42,684	44,388	46,188	48,024	49,968
	MON	2,705	2,810	2,926	3,039	3,165	3,291	3,422	3,557	3,699	3,849	4,002	4,164
	8HR	124.88	129.68	135.04	140.24	146.08	151.92	157.92	164.16	170.72	177.68	184.72	192.16
	HRLY	15.61	16.21	16.88	17.53	18.26	18.99	19.74	20.52	21.34	22.21	23.09	24.02
SR14	ANN	33,720	35,112	36,468	37,980	39,492	41,064	42,684	44,388	46,188	48,024	49,968	51,924
	MON	2,810	2,926	3,039	3,165	3,291	3,422	3,557	3,699	3,849	4,002	4,164	4,327
	8HR	129.68	135.04	140.24	146.08	151.92	157.92	164.16	170.72	177.68	184.72	192.16	199.68
	HRLY	16.21	16.88	17.53	18.26	18.99	19.74	20.52	21.34	22.21	23.09	24.02	24.96
SR15	ANN	35,112	36,468	37,980	39,492	41,064	42,684	44,388	46,188	48,024	49,968	51,924	54,012
	MON	2,926	3,039	3,165	3,291	3,422	3,557	3,699	3,849	4,002	4,164	4,327	4,501
	8HR	135.04	140.24	146.08	151.92	157.92	164.16	170.72	177.68	184.72	192.16	199.68	207.76
	HRLY	16.88	17.53	18.26	18.99	19.74	20.52	21.34	22.21	23.09	24.02	24.96	25.97
SR16	ANN	36,468	37,980	39,492	41,064	42,684	44,388	46,188	48,024	49,968	51,924	54,012	56,172
	MON	3,039	3,165	3,291	3,422	3,557	3,699	3,849	4,002	4,164	4,327	4,501	4,681
	8HR	140.24	146.08	151.92	157.92	164.16	170.72	177.68	184.72	192.16	199.68	207.76	216.08
	HRLY	17.53	18.26	18.99	19.74	20.52	21.34	22.21	23.09	24.02	24.96	25.97	27.01
SR17	ANN	39,492	41,064	42,684	44,388	46,188	48,024	49,968	51,924	54,012	56,172	58,416	60,780
	MON	3,165	3,291	3,422	3,557	3,699	3,849	4,002	4,164	4,327	4,501	4,681	4,868
	8HR	146.08	151.92	157.92	164.16	170.72	177.68	184.72	192.16	199.68	207.76	216.08	224.64
	HRLY	18.26	18.99	19.74	20.52	21.34	22.21	23.09	24.02	24.96	25.97	27.01	28.08

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 01/01/2017
Bargaining Unit: 03 White Collar, Non-supervisor
04 White Collar, Supervisor

	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR04	ANN	23,184	24,072	25,032	26,040	27,132	28,212	29,340	30,468	31,740	32,976	34,260	37,056
	MON	1,932	2,006	2,086	2,170	2,261	2,351	2,445	2,539	2,645	2,748	2,855	2,973
	8HR	89.20	92.56	96.24	100.16	104.32	108.48	112.88	117.20	122.08	126.80	131.76	137.20
	HRLY	11.15	11.57	12.03	12.52	13.04	13.56	14.11	14.65	15.26	15.85	16.47	17.15
SR05	ANN	24,072	25,032	26,040	27,132	28,212	29,340	30,468	31,740	32,976	34,260	35,676	37,056
	MON	2,006	2,086	2,170	2,261	2,351	2,445	2,539	2,645	2,748	2,855	2,973	3,088
	8HR	92.56	96.24	100.16	104.32	108.48	112.88	117.20	122.08	126.80	131.76	137.20	142.56
	HRLY	11.57	12.03	12.52	13.04	13.56	14.11	14.65	15.26	15.85	16.47	17.15	17.82
SR06	ANN	25,032	26,040	27,132	28,212	29,340	30,468	31,740	32,976	34,260	35,676	37,056	38,592
	MON	2,086	2,170	2,261	2,351	2,445	2,539	2,645	2,748	2,855	2,973	3,088	3,216
	8HR	96.24	100.16	104.32	108.48	112.88	117.20	122.08	126.80	131.76	137.20	142.56	148.40
	HRLY	12.03	12.52	13.04	13.56	14.11	14.65	15.26	15.85	16.47	17.15	17.82	18.55
SR07	ANN	26,040	27,132	28,212	29,340	30,468	31,740	32,976	34,260	35,676	37,056	38,592	40,128
	MON	2,170	2,261	2,351	2,445	2,539	2,645	2,748	2,855	2,973	3,088	3,216	3,344
	8HR	100.16	104.32	108.48	112.88	117.20	122.08	126.80	131.76	137.20	142.56	148.40	154.32
	HRLY	12.52	13.04	13.56	14.11	14.65	15.26	15.85	16.47	17.15	17.82	18.55	19.29
SR08	ANN	27,132	28,212	29,340	30,468	31,740	32,976	34,260	35,676	37,056	38,592	40,128	41,724
	MON	2,261	2,351	2,445	2,539	2,645	2,748	2,855	2,973	3,088	3,216	3,344	3,477
	8HR	104.32	108.48	112.88	117.20	122.08	126.80	131.76	137.20	142.56	148.40	154.32	160.48
	HRLY	13.04	13.56	14.11	14.65	15.26	15.85	16.47	17.15	17.82	18.55	19.29	20.06
SR09	ANN	28,212	29,340	30,468	31,740	32,976	34,260	35,676	37,056	38,592	40,128	41,724	43,368
	MON	2,351	2,445	2,539	2,645	2,748	2,855	2,973	3,088	3,216	3,344	3,477	3,614
	8HR	108.48	112.88	117.20	122.08	126.80	131.76	137.20	142.56	148.40	154.32	160.48	166.80
	HRLY	13.56	14.11	14.65	15.26	15.85	16.47	17.15	17.82	18.55	19.29	20.06	20.85
SR10	ANN	29,340	30,468	31,740	32,976	34,260	35,676	37,056	38,592	40,128	41,724	43,368	45,096
	MON	2,445	2,539	2,645	2,748	2,855	2,973	3,088	3,216	3,344	3,477	3,614	3,758
	8HR	112.88	117.20	122.08	126.80	131.76	137.20	142.56	148.40	154.32	160.48	166.80	173.44
	HRLY	14.11	14.65	15.26	15.85	16.47	17.15	17.82	18.55	19.29	20.06	20.85	21.68
SR11	ANN	30,468	31,740	32,976	34,260	35,676	37,056	38,592	40,128	41,724	43,368	45,096	46,932
	MON	2,539	2,645	2,748	2,855	2,973	3,088	3,216	3,344	3,477	3,614	3,758	3,911
	8HR	117.20	122.08	126.80	131.76	137.20	142.56	148.40	154.32	160.48	166.80	173.44	180.48
	HRLY	14.65	15.26	15.85	16.47	17.15	17.82	18.55	19.29	20.06	20.85	21.68	22.56
	ANN	31,740	32,976	34,260	35,676	37,056	38,592	40,128	41,724	43,368	45,096	46,932	48,792
	MON	2,645	2,748	2,855	2,973	3,088	3,216	3,344	3,477	3,614	3,758	3,911	4,066
	8HR	122.08	126.80	131.76	137.20	142.56	148.40	154.32	160.48	166.80	173.44	180.48	187.68
	HRLY	15.26	15.85	16.47	17.15	17.82	18.55	19.29	20.06	20.85	21.68	22.56	23.46

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
STATE OF HAWAII

10.240 (BD01/BC09)
10.245 (BD01/WS09)

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Specifications for the Classes:

BUILDING MAINTENANCE WORKER I and II

DISTINGUISHING CHARACTERISTICS

BUILDING MAINTENANCE WORKER I - This is the fully competent worker in the series. Independently performs a variety of skilled building maintenance and repair work as a regular and continuing work assignment; may supervise one or more building maintenance helpers, or other helpers assisting in the work.

BUILDING MAINTENANCE WORKER II - This is the working supervisor in the series. In addition to performing skilled building maintenance and repair work, supervises the work of several fully competent building maintenance workers as a continuing work assignment, including setting the pace and quality of work and demonstrating proper work methods.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

BUILDING MAINTENANCE WORKER I - Checks building, equipment and grounds to locate conditions indicating the need for repair and maintenance work; makes building repairs, including patching roof leaks, replacing mineral surface roofing paper, wooden and asbestos shingles; cuts and replaces door and window panes; adjusts and hangs doors; repairs and replaces screens, door locks, bumpers, bathroom accessories, toilet hinges and seats; replaces and patches cement floors, asphalt tiles, linoleum floor coverings, foundations, concrete and asphalt concrete walkways and driveways; performs woodwork such as removing and replacing shelves, cabinets, sink tops, partitions, steps, porches, and termite infested and rotted boards, and repairs furniture; builds forms for concrete and repairs fences and gates; replaces drop cords; performs electrical work under the supervision of a licensed electrician (e.g., replaces electrical fixtures, fuses, switches; installs new electrical outlets; locates and repairs shorts in electrical circuit); performs plumbing work under the supervision of a licensed plumber (e.g., replaces broken pipes, gaskets, packings, washers, hose bibbs, faucets and closet tank fixtures; installs wash basins, closet tank and bowls); unclogs drains and sewers; sands, paints and varnishes doors, walls, window sashes, screen frames, furniture and new construction; mixes mortar and builds walls; sweats copper pipe joints and fittings,

and uses both oxyacetylene and electric arc welding equipment to cut and weld pipes and angle braces; services, lubricates and regulates such equipment as water heaters, ventilating and air conditioning units, electrical water coolers, pumps and electric motors; may perform minor repairs and service motor vehicles; estimates cost, time and materials needed for repair and maintenance work to be performed; may perform purchase, storage and inventory of materials, supplies and tools; reports need for major repairs; uses a variety of hand tools and some power equipment in the performance of work; operate a vehicle in the transportation of materials; cleans, sharpens and services tools and equipment used in the work.

BUILDING MAINTENANCE WORKER II - Supervises and participates in the repair and maintenance of buildings; in addition to performing skilled building maintenance repair work, plans, lays out, schedules and assigns the work of building maintenance workers from work orders received by supervisors or project managers; instructs subordinates and demonstrates proper work methods; works alongside subordinates to set pace and quality of work; checks and inspects buildings, structures, equipment and facilities for needed repairs; estimates material and labor costs; requisitions materials; inspects work in progress and upon completion for proper quality of work; makes oral and written reports of work completed by the crew.

MINIMUM QUALIFICATION REQUIREMENTS

Experience and Training:

BUILDING MAINTENANCE WORKER I - Four (4) years of work experience in performing a variety of building maintenance repair work, or any equivalent combination of training and experience.

BUILDING MAINTENANCE WORKER II - Six (6) years of work experience in performing a variety of building maintenance repair work, of which two (2) years shall have been as a fully competent worker, or any equivalent combination of training and experience.

Knowledge and Abilities Required:

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, plumbing, painting and electrical trades; electro-mechanical appliances used in homes and other buildings.

Ability to: Determine need for repairs involving a variety of building trades; recognize hazards typical of the work; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and materials needed to perform

maintenance and repair jobs; make mechanical repairs to equipment and appliances; understand and follow oral and written instructions. In addition, for Building Maintenance Worker II, ability to plan, lay out, assign and review the work of other skilled building maintenance workers; give and follow oral and written instructions; and keep records and prepare reports.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the classes Building Maintenance Worker I and II, which were approved on April 13, 1983.

DATE APPROVED: 1/27/2012



BARBARA A. KRIEG, Interim Director
Department of Human Resources Development

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Class Specifications
for the Class:

BUILDING MAINTENANCE HELPER

Distinguishing Characteristics:

This is the entry-level class in the Building Maintenance series. This class performs routine manual and semi-skilled tasks and assists a building maintenance worker or a skilled building tradesperson in building maintenance and repair work relevant to the carpentry, plumbing, painting, and electrical trades.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Repairs and replaces window panes, screens, door locks, door bumpers, bathroom accessories, linoleum and tile floor covering; repairs roof leaks with roof coating, shingles and mineral surface roofing paper; adjusts and rehangs doors; cuts and installs shelves and shoe racks; removes and replaces boards that are termite infested or rotted; sands, repaints or varnishes interior walls, shower walls, porches, steps, cabinets, sink tops, furniture such as tables, chair, chest of drawers; under the supervision of a licensed plumber, assists in the installation, maintenance, and repair of plumbing, water and sewer systems in offices, houses and other structures, and replaces shower valves, hose bibbs, lavatory, service, laundry tray and sink faucets, washers, stems, packings and gaskets; clears clogged toilets and drains; adjusts, repairs or replaces toilet flush valves, closet tank fixtures, seats, closet screws and close coupled closet bolts; under the supervision of a licensed electrician, makes minor repairs to electric wiring, replaces fixtures, switches and electric outlets; mixes cement or mortar and makes minor repair; performs manual work in laying pipe, tearing out rotted lumber, stacking materials and supplies, etc.; uses a variety of hand tools and some power equipment in the performance of work; cleans, sharpens and services tools and equipment used in the work; may operate a vehicle in the transportation of materials; and may repair power lawn mowers, household appliances, small motor and other auxiliary equipment.

Minimum Qualification Requirements:

Experience and Training: Two (2) years of work experience in performing a variety of building maintenance repair work, or any equivalent combination of training and experience.

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, painting, plumbing and electrical trades.

Ability to: Use the common tools utilized in a variety of building trades; perform minor mechanical repairs; read and interpret sketches and simple plans; understand and follow oral and written instructions; perform heavy lifting, moving, digging or other manual work typical of the class.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the BUILDING MAINTENANCE HELPER, which were approved on April 13, 1983.

DATE APPROVED: 2/1/2012



BARBARA A. KRIEG, Interim Director
Department of Human Resources Development

Specifications
for the Class:

CARPENTER I

Distinguishing Characteristics

This class reflects the fully competent worker level in the series.

A Carpenter I independently performs a wide variety of skilled carpentry work in the construction, alteration and repair of structural woodwork and wooden articles as a regular and continuing work assignment, and may supervise one or more Carpenter Helpers or other helpers assisting in the work.

This class differs from the Carpenter Helper which performs duties that are essentially routine and repetitive, as well as manual and semi-skilled, in the construction, alteration and repair of structural woodwork and wooden articles, and assists a Carpenter I in rough and finished carpentry work.

This class differs from Carpenter II in that the Carpenter I performs skilled carpentry work in the construction, alteration and repair of structural woodwork and wooden articles and may occasionally lead the work of other skilled carpenters but mainly confines supervision to carpenter helpers and other semi-skilled or unskilled workers; whereas the Carpenter II, in addition to performing skilled carpentry work as a the major work assignment, supervises the work of skilled carpenters as a continuing work assignment including setting the pace and quality of work.

Examples of Duties *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Lays out, cuts, fits braces and reinforces and nails stringers, piers and flooring guard rails for highway bridges; removes and replaces flooring, ceilings, partitions or roofs destroyed by termites, or wet or dry rot; lays out, fits and nails rafters, studs, frames, joints and underpinning posts of buildings; replaces, cuts, and installs glass panes in doors and windows using glazier's points and putty, or strips of molding and nails; lays out, cuts, assembles and installs window frames, door frames and louvers; installs or repairs hardware such as locks, door stops, hasps, hinges and door knobs; constructs wooden fences; reads blueprints, working drawings, sketches or specifications to determine the types and costs of materials needed and dimensions of articles or structures to be constructed or repaired; checks vertical and horizontal

trueness of objects by using a plumb bob, square or level; selects specified types, kinds and sizes of lumber and other materials; lays out foundations with a transit, level, and steel tape; cuts and assembles concrete forms for culverts, walls, curbs, sidewalks, and piers for bridges; assembles and wires together reinforcing iron rods and wire mesh, and pours concrete in forms; measures, cuts and fits timbers for stringers, fenders and braces for wharves, piers and other structures; removes, places and secures heavy timbers with metal bolts and braces; cuts wooden pilings with a pneumatic saw and constructs foundations for pouring underwater concrete pilings; cuts, fits, and erects scaffolding to facilitate work at high levels or difficult to work in places; re-roofs buildings with shingles, roofing paper or galvanized iron; operates wood-working machinery such as sanders, planers, joiners, handsaws, routers, mortises, wood lathes, drill presses, and power saws; lays out, saws, fits, assembles, nails, screws, glues, or dowels and finishes cabinets, filing cases, chairs, counters or desks; lays finished flooring, saws, fits, and nails interior and exterior trim, such as moldings, baseboards, sills and fillers; inspects buildings to determine needed repairs, and orders needed material; assigns and oversees the work of Carpenter Helpers and other semi-skilled or unskilled workers; may lead the work of other journey level Carpenters; may perform work in other building trades when not utilized as a Carpenter.

Minimum Qualification Requirements

Experience and Training: Four (4) years of work experience in performing a variety of rough and finished carpentry work; or any equivalent combination of training and experience.

Knowledge of: Practices and methods used in the carpentry trade, including safety procedures; tools, equipment and materials used in the carpentry trade.

Ability to: Use hand and power tools common to the carpentry trade; read and interpret blueprints and sketches; recognize hazards typical of the work; estimate time and materials needed to complete a job; understand and follow oral and written instructions; perform heavy lifting, moving and other manual work typical of the class.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

CARPENTER I

Page 3
10.010

This is an amendment to the specifications for the class Carpenter I, which were approved on May 9, 1983.

DATE APPROVED: 3/28/2012



BARBARA A. KRIEG, Interim Director
Department of Human Resources Development

Specifications
for the Class:

ELECTRICIAN I

Distinguishing Characteristics

This class reflects the fully competent worker level in the series.

An Electrician I independently performs a variety of skilled electrical work in the repair, maintenance and installation of electrical systems and equipment as a regular and continuing assignment, and may supervise one or more helpers assisting in the work.

This class differs from the Electrician Helper which performs duties that are essentially routine and repetitive, as well as manual and semi-skilled, and assists, under the supervision of a licensed electrician, in the repair, maintenance and installation of electrical systems and equipment.

This class differs from the Electrician II in that the Electrician I performs skilled electrical work in the repair, maintenance and installation of electrical systems and equipment and may occasionally lead the work of other skilled Electricians but mainly confines supervision to electrician helpers and other semi-skilled or unskilled workers; whereas the Electrician II, in addition to performing skilled electrical work as the major work assignment, supervises the work of skilled electricians as a continuing work assignment including setting the pace and quality of work.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Installs conduits, transformers, traffic signals, airport signaling systems, pull boxes, and switches from drawings and blueprints; services and repairs pumps, motors, generators, switchboards, oil circuit breakers, and various other types of electrical equipment and apparatus; repairs and replaces broken or defective parts in motors, switches, and fixtures; tests, locates, and repairs trouble in electrical circuits and equipment; replaces fuses and incandescent and fluorescent lights; plans electrical installations; traces and diagrams wiring circuits; inspects traffic signal, street lighting, and airport lighting systems; reads blueprints and compiles materials list; may assign

tasks to electricians and supervise the work of helpers; may assist in other related trades when not utilized as an electrician.

Minimum Qualification Requirements

License Required: Applicants must possess a valid State of Hawaii Journey Worker Electrician License, Journey Worker Industrial Electrician License, Supervising Electrician License, or Supervising Industrial Electrician License.

Knowledge of: Practices and methods used in the electrical trade, including safety procedures and electrical code; tools, equipment and materials used in the electrical trade.

Ability to: Use hand and power tools common to the electrical trade; read and interpret blueprints, sketches, manuals and other materials; recognize hazards typical of the work; estimate time and materials needed to complete a job; understand and follow oral and written instructions; perform heavy lifting, moving and other manual work typical of the class.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the class ELECTRICIAN I, which were approved on November 9, 1993.

DATE APPROVED: 7/16/2012



for BARBARA A. KRIEG, Director
Department of Human Resources Development

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Specifications for the Class:

GENERAL LABORER I

Distinguishing Characteristics

Positions in this class perform a variety of routine, repetitive manual tasks not requiring the continuous performance of a mechanical or trade skill.

This class differs from General Laborer II in that the General Laborer I performs unskilled manual labor work which does not require a high degree of manipulative skill nor continuous arduous physical effort; whereas the General Laborer II performs a variety of semi-skilled manual work tasks involved in road, building, or other maintenance projects, or performs refuse collection work involving continuous heavy physical labor as a major work assignment.

Examples of Duties *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Cleans culverts, cuts trees, digs and widens ditches, performs pick and shovel tasks in road patching, cuts grass, and repairs roads as a member of a maintenance or construction crew; loads and unloads supplies and equipment; helps to lay pipes and back fills holes and ditches; sets out flags and lanterns to warn traffic; maintains a park or recreation area independently, mowing lawns with hand or power mower, trimming hedges, transplanting shrubs, killing weeds, planting and caring for flowers, and cleaning restrooms; transplants seedlings and clears trails in forests; sweeps streets; prepares poisons for use in eradicating pests; baits and sets rat traps; moves heavy materials using hand truck and dollies; mixes cement and mortar; may occasionally operate a pickup truck to transport a work crew, materials, supplies and/or equipment to and from job sites.

Minimum Qualification Requirements

Experience and Training: None required.


Ability to: Understand and follow oral instructions; perform heavy lifting, moving, digging or other manual work typical of the class.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the class GENERAL LABORER I, which were approved on December 13, 1984.

DATE APPROVED: 3/27/2012



for BARBARA A. KRIEG, Interim Director
Department of Human Resources Development

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Specifications for the Class:

GENERAL LABORER II

Distinguishing Characteristics

Positions in this class perform a variety of semi-skilled manual work tasks involved in the maintenance of roads, buildings, structures and equipment, or refuse collection work involving continuous heavy physical labor as a major work assignment.

This class differs General Laborer I in that the General Laborer II performs a variety of semiskilled manual work tasks involved in road, building and other maintenance projects, or performs refuse collection work involving continuous heavy physical labor as a major work assignment; whereas the General Laborer I performs unskilled manual labor work which does not require a high degree of manipulative skill nor continuous, arduous physical effort.

This class differs from General Laborer III which, in addition to performing a variety of semi-skilled manual work tasks as the major work assignment, supervises the work of a crew in performing a variety of unskilled and semi-skilled manual labor work tasks.

Examples of Duties *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Helps erect wooden and steel scaffolding in and around buildings, scrapes and wire brushes structural steel, wire fences and other metal objects; applies metal primer and paint, using a brush or spray gun; clears roads of dirt, branches, rocks, mud and other obstructions after heavy rains; fills chuck holes with rock; repairs and patches road surfaces with oil, bitumuls or concrete; clears gutters, drains and outlets of obstructions such as rubbish, branches and rocks; lifts containers onto truck, empties contents in truck and returns containers to proper places; assists in erecting concrete forms and mixing and pouring concrete; repairs and patches concrete sidewalks; paints and repairs guard rails and signs; assists in repairing wooden bridges; clears irrigation ditches and removes obstructions such as rocks, mud and weeds and assists a carpenter in repairing wooden irrigation flumes; drills holes in concrete floors with jackhammer; saturates ground areas with solution to kill termites; sprays attics and under pinnings of houses with wood preservative; tears out termite-infested wood from

porches, steps, doors, floorings, window sashes, joists and ceilings; paints all new woodwork with wood preservative; assists a carpenter in repairing leaky roofs with roofing cement and replaces areas with mineral surface paper; replaces burnt out light bulbs; under the supervision of an electrician; repairs light sockets, switches and electrical outlets and replaces fuses; assists a carpenter in hanging doors, replacing window panes, window screen frames, clothes line poles, flooring and door jambs; under the supervision of a plumber, replaces faucet and shower valves, washers, sink and basin traps, hose bibbs and tank bulbs; clears clogged toilets, sinks and basin drain pipes; overhauls, cleans and repairs stoves and burners; assists a painter in preparing surfaces for painting; services motorized equipment by checking and filling gasoline tanks, checking and filling oil in crank case, checking and filling water in batteries, checking air pressure in tires, filling water in radiators and repairing flat tires; washes and greases cars; checks mufflers, springs, brakes, and exhaust pipes and reports findings to a mechanic; assists a carpenter in carrying building materials, supplies and equipment to and from job sites; digs post holes and repairs fences in forest reserve areas; operates a passenger type power mower in cutting grass on public grounds; as lead man, baits, sets and checks rat trap lines for the eradication of rats; operates a pickup truck to transport a work crew, materials, supplies and/or equipment to and from job sites; operates a buster, concrete mixer or similar equipment as a regular work assignment; occasionally assists a plumber in cutting, reaming and threading pipe or a mechanic in cleaning mechanical equipment and shop tools; and performs continuous heavy physical labor in refuse collection as the major work assignment.

Minimum Qualification Requirements

Experience and Training: One (1) year of manual unskilled and semi-skilled work experience in general construction and/or maintenance; or any equivalent combination of training and experience.

Knowledge of: Common hand tools and equipment used in manual unskilled and semi-skilled work in general construction and/or maintenance; and common methods, procedures, and materials used in general construction and maintenance work, including safety practices.

Ability to: Use common hand tools and equipment typical of the class; understand and carry out oral and written instructions; and perform heavy lifting, moving, digging or other manual work typical of the class.

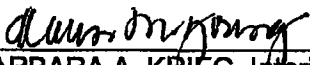
Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the specifications for the class GENERAL LABORER II which were approved on December 13, 1984.

DATE APPROVED: 3/27/2012



BY BARBARA A. KRIEG, Interim Director
Department of Human Resources Development

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Specifications for the Class:

GENERAL LABORER III

Distinguishing Characteristics

This class reflects a working supervisor responsible for supervising a work crew and participating in the performance of a variety of repetitive, unskilled and semi-skilled manual work tasks in connection with the construction, maintenance or repair of roads, grounds, buildings, and equipment.

This class differs from General Laborer II in that the General Laborer III, in addition to performing a variety of semi-skilled manual work tasks as the major work assignment, supervises the work of a crew in performing a variety of unskilled and semi-skilled manual work tasks.

Examples of Duties *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Plans work schedule, assigns work to crew; supervises and participates in cleaning ditches, gutters, culverts, siphons, manholes, and drainage systems; supervises and participates in cutting grass, weeding, mowing lawns, and cleaning sidewalks, highway shoulders, medial strips or other roadside areas; supervises and participates in trimming overhanging branches of trees on roads; supervises and participates in making minor repairs to buildings such as removing rotted and termite infested boards; supervises and participates in collecting and disposing rubbish; supervises and participates in digging trenches and leveling sidewalk areas; supervises and participates in repairing and patching broken pavement, curbs and highway shoulders; maintains drainage ditches and siphons for proper drainage; supervises others in repairing guard rails, traffic signs, markers and wooden bridges; supervises and participates in widening, repairing and resurfacing wearing surfaces of highways; keeps records of work activities of subordinates and prepares periodic time and equipment reports; patrols the assigned section of highway during storms, watches for hazardous conditions such as mud, boulders and trees and other obstructions on pavement and removes same; marks danger areas when necessary; confers with superiors concerning the progress of work assignments and the work performance of subordinates; may keep inventory of supplies and equipment used; may keep time

records; may submit written reports of activities; and may operate a pickup truck to transport a work crew, materials, supplies and/or equipment to and from job sites.

Minimum Qualification Requirements

Experience and Training: Three (3) years of manual unskilled and semi-skilled work experience in general construction and/or maintenance; or any equivalent combination of training and experience.

Knowledge of: Common hand tools and equipment used in manual unskilled and semi-skilled work in general construction and maintenance; common methods, procedures and materials used in general construction and maintenance work, including safety practices.

Ability to: Operate and maintain simple construction and maintenance tools and equipment, deal effectively with subordinates and obtain good results from workers supervised; give and receive both oral and written instructions; plan, lay out, assign and review the work of other laborers; perform heavy lifting, moving, digging or other manual work typical of the class.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the class GENERAL LABORER III, which were approved on December 13, 1984.

DATE APPROVED: 3/27/2012



BARBARA A. KRIEG, Interim Director
Department of Human Resources Development

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Class Specifications
for the Class:

PLUMBER I

Duties Summary:

Performs skilled plumbing work in the repair, maintenance and installation of plumbing systems and equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the fully competent worker in the series.

This class differs from that of Plumber Helper in that the Plumber I performs a variety of skilled plumbing work as a regular and continuing assignment and may supervise one or more helpers assisting in the work; whereas the Plumber Helper performs duties which are essentially routine and repetitive, as well as manual and semi-skilled, and assists a plumber in the repair, maintenance and installation of plumbing systems and equipment.

This class differs from that of Plumber II in that the Plumber I performs skilled plumbing work in the repair, maintenance and installation of plumbing systems and equipment and may occasionally lead the work of other skilled plumbers, but mainly confines supervision to Plumber Helpers and other semi-skilled or unskilled workers; whereas, the Plumber II, in addition to performing skilled plumbing work as the major work assignment, supervises the work of skilled plumbers as a continuing work assignment including setting the pace and quality of workmanship.

Examples of Duties:

Installs, maintains, and repairs heating, water, and drainage systems in offices, houses, and other structures; installs, maintains and makes minor repairs to cesspools, water heaters, pumps, and other units; installs and repairs plumbing fixtures such as showers, wash basins, urinals, toilet bowls, and toilet tanks; does lead caulking, wipes and tests lead joints; cuts, reams and threads pipe; installs and repairs sprinkler systems; replaces washers in leaky faucets, mends/replaces broken pipes and opens clogged drains; reads blueprints and computes material lists; estimates time and materials needed to perform a job; determines what modifications in plans will be necessary when obstructions are met while installing plumbing; may assign tasks to other plumbers and supervise the work of helpers; may perform duties in other trades when not utilized as a plumber.

Knowledge and Abilities Required:

Knowledge of: Practices and methods in the plumbing trade, including safety procedures and plumbing code; the tools, equipment and materials used in the plumbing trade; plumbing systems and fixtures.

Ability to: Use the hand and power tools common to the plumbing trade; read and interpret blueprints, manuals and diagrams; compute material costs; estimate time and material needed to complete a job; do mechanical work; recognize hazards typical of the work; perform heavy lifting, moving and other manual work typical of the class; understand and follow oral and written instructions.

This is an amendment to the specification for the class PLUMBER I which was approved on September 14, 1984.

DATE APPROVED: 10/30/84

/s/ Clement L. Kamalu
for JAMES H. TAKUSHI
Director of Personnel Services

Minimum Qualification Specifications
for the Classes:

PLUMBER I and II

License and Experience Required

1. Applicants for Plumber I must possess a valid State of Hawaii Journey Worker Plumber License or Master Plumber License.
2. Applicants for Plumber II must possess:
 - a) A valid State of Hawaii Journey Worker Plumber License and one (1) year of work experience as a licensed plumber performing work comparable to a Plumber I in the State service; or
 - b) A valid State of Hawaii Master Plumber License.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

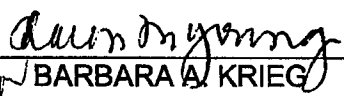
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes Plumber I and II, which were approved on December 21, 1992 and October 23, 1992, respectively.

DATE APPROVED: 11/5/2012



BARBARA A. KRIEG
Director of Human Resources Development

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 04/01/2016
Bargaining Unit: 01 Blue Collar, Non-Supervisor

A		A		A		A		A		A		A	
BC01	ANN MON 8HR HRLY	36,912 3,076 142.00 17.75	BC09	ANN MON 8HR HRLY	50,160 4,180 192.96 24.12	WS01	ANN MON 8HR HRLY	38,256 3,188 147.12 18.39	WS09	ANN MON 8HR HRLY	53,232 4,436 204.72 25.59		
BC02	ANN MON 8HR HRLY	37,416 3,118 143.92 17.99	BC10	ANN MON 8HR HRLY	52,068 4,339 200.24 25.03	WS02	ANN MON 8HR HRLY	40,020 3,335 153.92 19.24	WS10	ANN MON 8HR HRLY	55,140 4,595 212.08 26.51		
BC03	ANN MON 8HR HRLY	38,472 3,206 148.00 18.50	BC11	ANN MON 8HR HRLY	53,964 4,497 207.52 25.94	WS03	ANN MON 8HR HRLY	41,184 3,432 158.40 19.80	WS11	ANN MON 8HR HRLY	57,276 4,773 220.32 27.54		
BC04	ANN MON 8HR HRLY	40,020 3,335 153.92 19.24	BC12	ANN MON 8HR HRLY	56,052 4,671 215.60 26.95	WS04	ANN MON 8HR HRLY	42,852 3,571 164.80 20.60	WS12	ANN MON 8HR HRLY	59,352 4,946 228.24 28.53		
BC05	ANN MON 8HR HRLY	41,628 3,469 160.08 20.01	BC13	ANN MON 8HR HRLY	58,080 4,840 223.36 27.92	WS05	ANN MON 8HR HRLY	44,568 3,714 171.44 21.43	WS13	ANN MON 8HR HRLY	61,584 5,132 236.88 29.61		
BC06	ANN MON 8HR HRLY	43,284 3,607 166.48 20.81	BC14	ANN MON 8HR HRLY	60,300 5,025 231.92 28.99	WS06	ANN MON 8HR HRLY	46,356 3,863 178.32 22.29	WS14	ANN MON 8HR HRLY	63,888 5,324 245.76 30.72		
BC07	ANN MON 8HR HRLY	45,024 3,752 173.20 21.65	BC15	ANN MON 8HR HRLY	62,556 5,213 240.64 30.08	WS07	ANN MON 8HR HRLY	48,216 4,018 185.44 23.18	WS15	ANN MON 8HR HRLY	66,300 5,525 255.04 31.88		
BC08	ANN MON 8HR HRLY	46,848 3,904 180.16 22.52				WS08	ANN MON 8HR HRLY	50,124 4,177 192.80 24.10					

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 10/01/2016
Bargaining Unit: 01 Blue Collar, Non-Supervisor

A		A		A		A		A		A		A	
BC01	ANN MON 8HR HRLY	37,656 3,138 144.80 18.10	BC09	ANN MON 8HR HRLY	51,168 4,264 196.80 24.60	WS01	ANN MON 8HR HRLY	39,024 3,252 150.08 18.76	WS09	ANN MON 8HR HRLY	54,300 4,525 208.88 26.11		
BC02	ANN MON 8HR HRLY	38,160 3,180 146.80 18.35	BC10	ANN MON 8HR HRLY	53,112 4,426 204.24 25.53	WS02	ANN MON 8HR HRLY	40,824 3,402 157.04 19.63	WS10	ANN MON 8HR HRLY	56,244 4,687 216.32 27.04		
BC03	ANN MON 8HR HRLY	39,240 3,270 150.96 18.87	BC11	ANN MON 8HR HRLY	55,044 4,587 211.68 26.46	WS03	ANN MON 8HR HRLY	42,012 3,501 161.60 20.20	WS11	ANN MON 8HR HRLY	58,416 4,868 224.64 28.08		
BC04	ANN MON 8HR HRLY	40,824 3,402 157.04 19.63	BC12	ANN MON 8HR HRLY	57,168 4,764 219.84 27.48	WS04	ANN MON 8HR HRLY	43,704 3,642 168.08 21.01	WS12	ANN MON 8HR HRLY	60,540 5,045 232.88 29.11		
BC05	ANN MON 8HR HRLY	42,456 3,538 163.28 20.41	BC13	ANN MON 8HR HRLY	59,244 4,937 227.84 28.48	WS05	ANN MON 8HR HRLY	45,456 3,788 174.80 21.85	WS13	ANN MON 8HR HRLY	62,820 5,235 241.60 30.20		
BC06	ANN MON 8HR HRLY	44,148 3,679 169.84 21.23	BC14	ANN MON 8HR HRLY	61,512 5,126 236.56 29.57	WS06	ANN MON 8HR HRLY	47,280 3,940 181.84 22.73	WS14	ANN MON 8HR HRLY	65,160 5,430 250.64 31.33		
BC07	ANN MON 8HR HRLY	45,924 3,827 176.64 22.08	BC15	ANN MON 8HR HRLY	63,804 5,317 245.44 30.68	WS07	ANN MON 8HR HRLY	49,176 4,098 189.12 23.64	WS15	ANN MON 8HR HRLY	67,632 5,636 260.16 32.52		
BC08	ANN MON 8HR HRLY	47,784 3,982 183.76 22.97				WS08	ANN MON 8HR HRLY	51,132 4,261 196.64 24.58					

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 04/01/2017
Bargaining Unit: 01 Blue Collar, Non-Supervisor

A		A		A		A		A		A		A	
BC01	ANN MON 8HR HRLY	38,412 3,201 147.76 18.47	BC09	ANN MON 8HR HRLY	52,188 4,349 200.72 25.09	WS01	ANN MON 8HR HRLY	39,804 3,317 153.12 19.14	WS09	ANN MON 8HR HRLY	55,392 4,616 213.04 26.63		
BC02	ANN MON 8HR HRLY	38,928 3,244 149.76 18.72	BC10	ANN MON 8HR HRLY	54,180 4,515 208.40 26.05	WS02	ANN MON 8HR HRLY	41,640 3,470 160.16 20.02	WS10	ANN MON 8HR HRLY	57,372 4,781 220.64 27.58		
BC03	ANN MON 8HR HRLY	40,020 3,335 153.92 19.24	BC11	ANN MON 8HR HRLY	56,148 4,679 215.92 26.99	WS03	ANN MON 8HR HRLY	42,852 3,571 164.80 20.60	WS11	ANN MON 8HR HRLY	59,580 4,965 229.12 28.64		
BC04	ANN MON 8HR HRLY	41,640 3,470 160.16 20.02	BC12	ANN MON 8HR HRLY	58,308 4,859 224.24 28.03	WS04	ANN MON 8HR HRLY	44,580 3,715 171.44 21.43	WS12	ANN MON 8HR HRLY	61,752 5,146 237.52 29.69		
BC05	ANN MON 8HR HRLY	43,308 3,609 166.56 20.82	BC13	ANN MON 8HR HRLY	60,432 5,036 232.40 29.05	WS05	ANN MON 8HR HRLY	46,368 3,864 178.32 22.29	WS13	ANN MON 8HR HRLY	64,080 5,340 246.48 30.81		
BC06	ANN MON 8HR HRLY	45,036 3,753 173.20 21.65	BC14	ANN MON 8HR HRLY	62,748 5,229 241.36 30.17	WS06	ANN MON 8HR HRLY	48,228 4,019 185.52 23.19	WS14	ANN MON 8HR HRLY	66,468 5,539 255.68 31.96		
BC07	ANN MON 8HR HRLY	46,848 3,904 180.16 22.52	BC15	ANN MON 8HR HRLY	65,076 5,423 250.32 31.29	WS07	ANN MON 8HR HRLY	50,160 4,180 192.96 24.12	WS15	ANN MON 8HR HRLY	68,988 5,749 265.36 33.17		
BC08	ANN MON 8HR HRLY	48,744 4,062 187.44 23.43				WS08	ANN MON 8HR HRLY	52,152 4,346 200.56 25.07					